TRICKS ✓ TIPS

Chromebook

OVER
435
SECRETS & HACKS

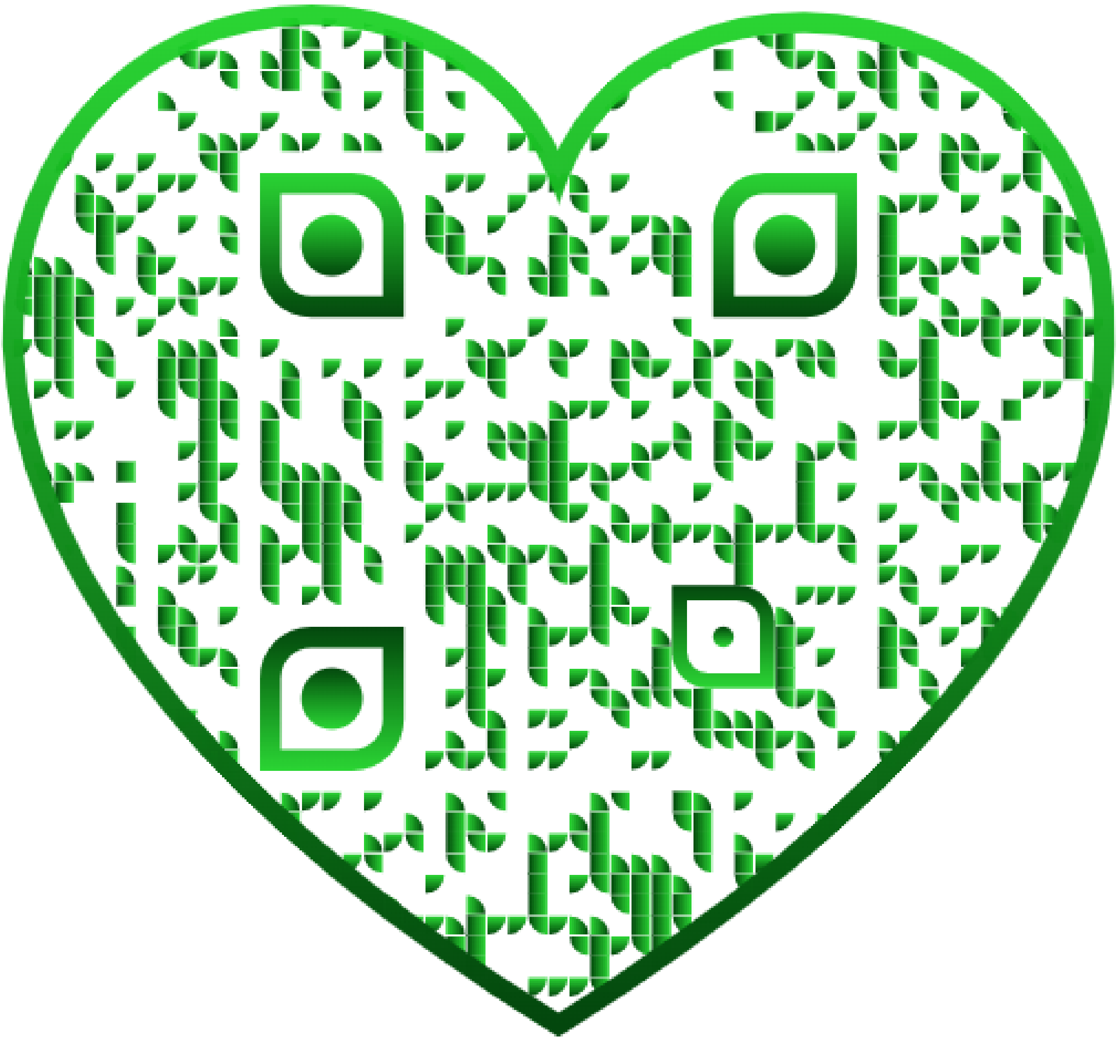
We share our awesome tips and shortcuts.

Next level secrets, hacks and fixes.

Advanced guides and tutorials

100% INDEPENDENT

Papercut



TRICKS & TIPS

Chrome book

Chromebook Tricks & Tips is the perfect digital publication for the user that wants to take their skill set to the next level. Do you want to enhance your user experience? Or wish to gain insider knowledge? Do you want to learn directly from experts in their field? Learn the numerous short cuts that the professionals use? Over the pages of the new advanced user guide you will learn everything you will need to know to become a more confident, better skilled and experienced owner. A user that will make the absolute most of its use and ultimately the Chromebook itself. An achievement you can earn by simply enabling us to exclusively help and teach you the abilities we have gained over our decades of experience.

Over the page our journey continues, and we will be with you at every stage to advise, inform and ultimately inspire you to go further.

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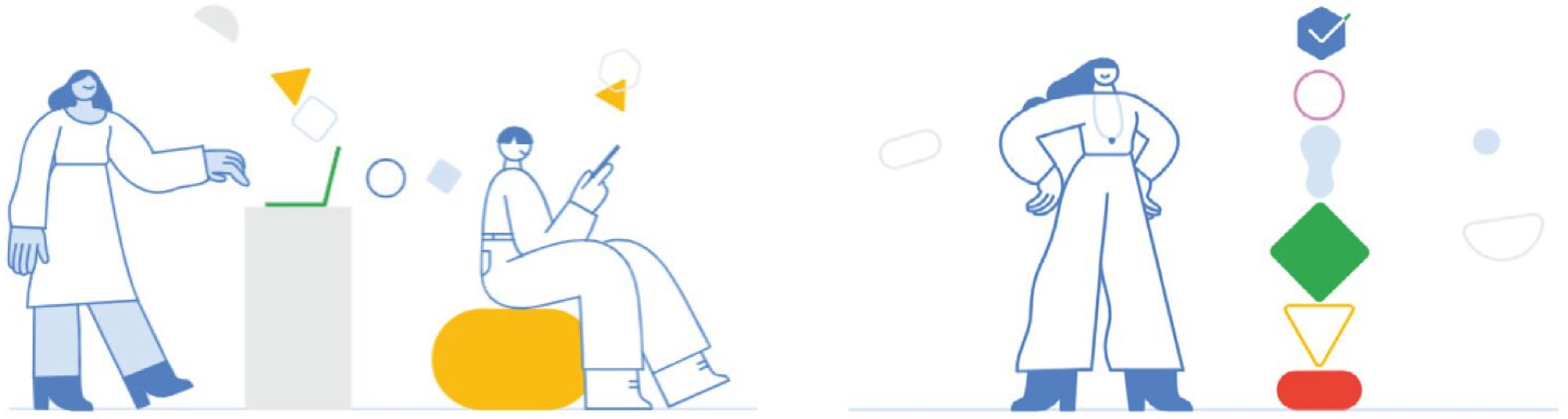


Search
Overview
Perks
What's new
Help
Welcome to your Chromebook
Unlock all the amazing capabilities of your Chromebook.
Get started
Set up your Chromebook with these tips and tricks
Prepare to switch
Manage your files
Contact support
Send feedback
Privacy • Terms • Licences
Search your device, apps, settings, web...
YouTube Music
Play Games
Photos
Duo
Google Play Movies & TV
12:27
acer

"The Chromebook is a marvellous mixture of Google's iconic apps, an operating system built on the backbone of Linux, and superb hardware. With it you can access the world's most popular apps, from Gmail to Trends, and you can install a wealth of content from the Google Play Store."

Make Chrome OS Your Own

In order to get the best experience from your Chromebook, you're going to need to master the ins and outs of Chrome OS. This is best done by customising, and personalising, and spending some time investigating its settings and seeing how things work. In this section, you'll learn how to make Chrome OS your own, and you'll delve into its core to further understand one of the best operating systems available.

Search your device, apps, web...
Google Calendar
Play Movies & TV
Play Store
Google Maps
acer

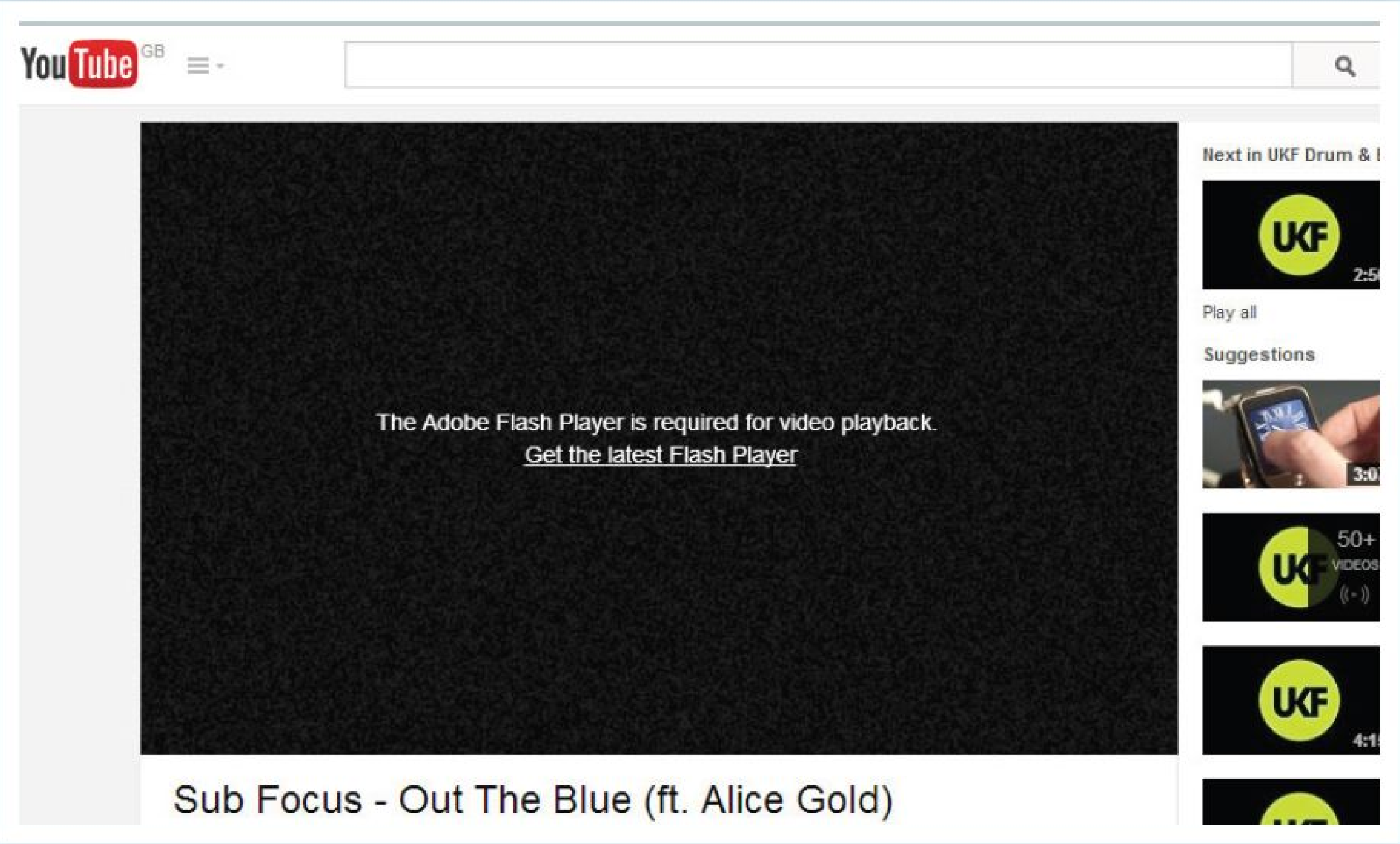
How to Use Chrome Plug-ins

Plug-ins are essential pieces of software that help the browser to read and display certain types of content. Unlike extensions, which add extra features to Chrome, plug-ins are essential to the smooth running of the browser. Here's how to check, install, block and disable plug-ins for Chrome.

Installing Plug-ins

Step 1

Assuming that you allow websites to use plug-ins, if Google Chrome detects that you're missing a particular plug-in for a page you are trying to view, you will see a prompt to install the plug-in at the top of the web page.

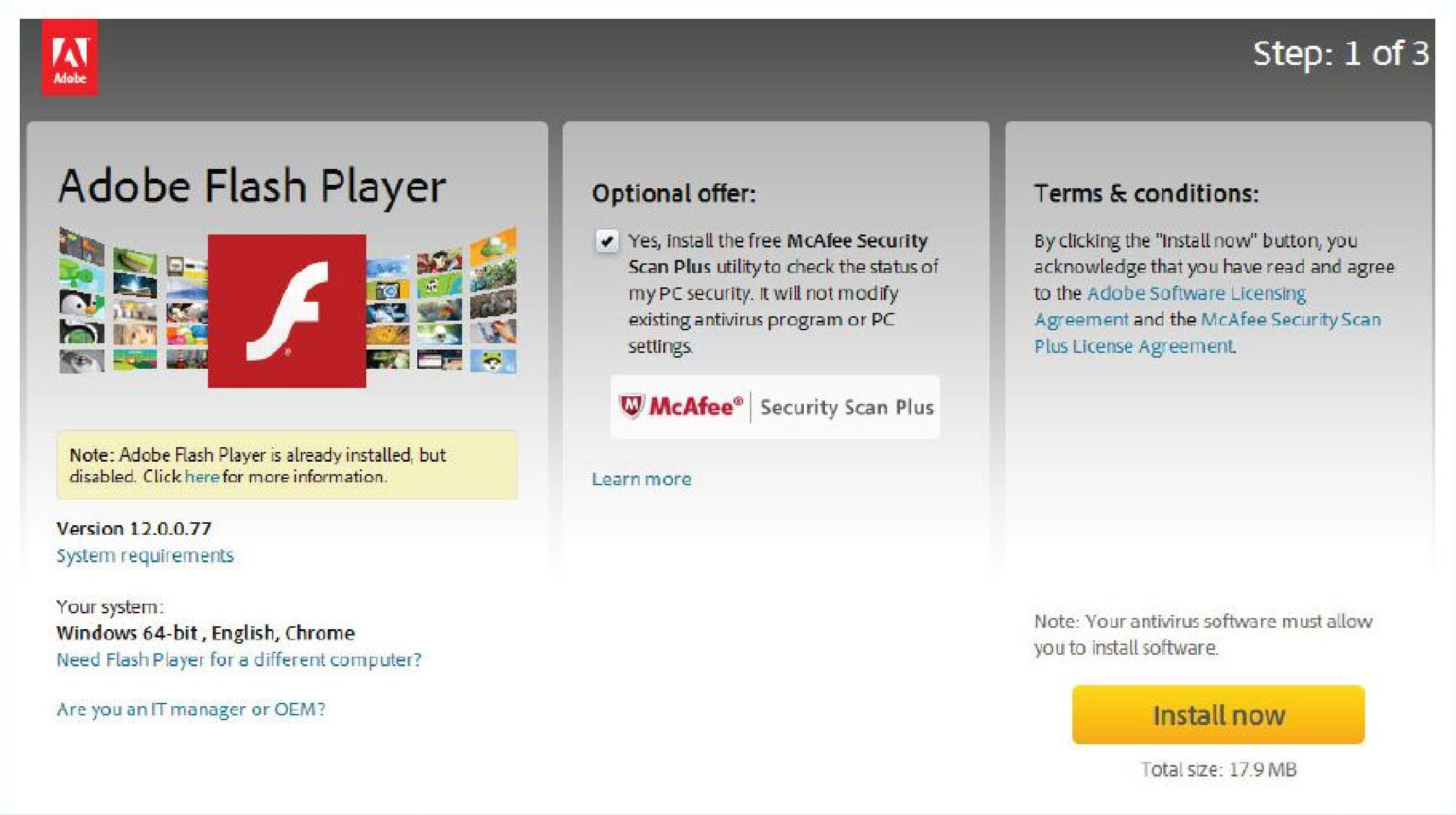

YouTube
Next in UKF Drum &
Play all
Suggestions

The Adobe Flash Player is required for video playback.
Get the latest Flash Player

Sub Focus - Out The Blue (ft. Alice Gold)

Step 2

Click Install plug-in in the message dialog. Some plug-ins begin the installation process by downloading a setup file to your computer. For those plug-ins, make sure that you confirm the download by clicking Save in the downloads bar that appears.


Adobe
Step: 1 of 3
McAfee® Security Scan Plus
Learn more
Install now

Adobe Flash Player

Note: Adobe Flash Player is already installed, but disabled. Click here for more information.

Version 12.0.0.77
System requirements

Your system:
Windows 64-bit , English, Chrome
Need Flash Player for a different computer?

Are you an IT manager or OEM?

Optional offer:

☑ Yes, install the free McAfee Security Scan Plus utility to check the status of my PC security. It will not modify existing antivirus program or PC settings.

Terms & conditions:

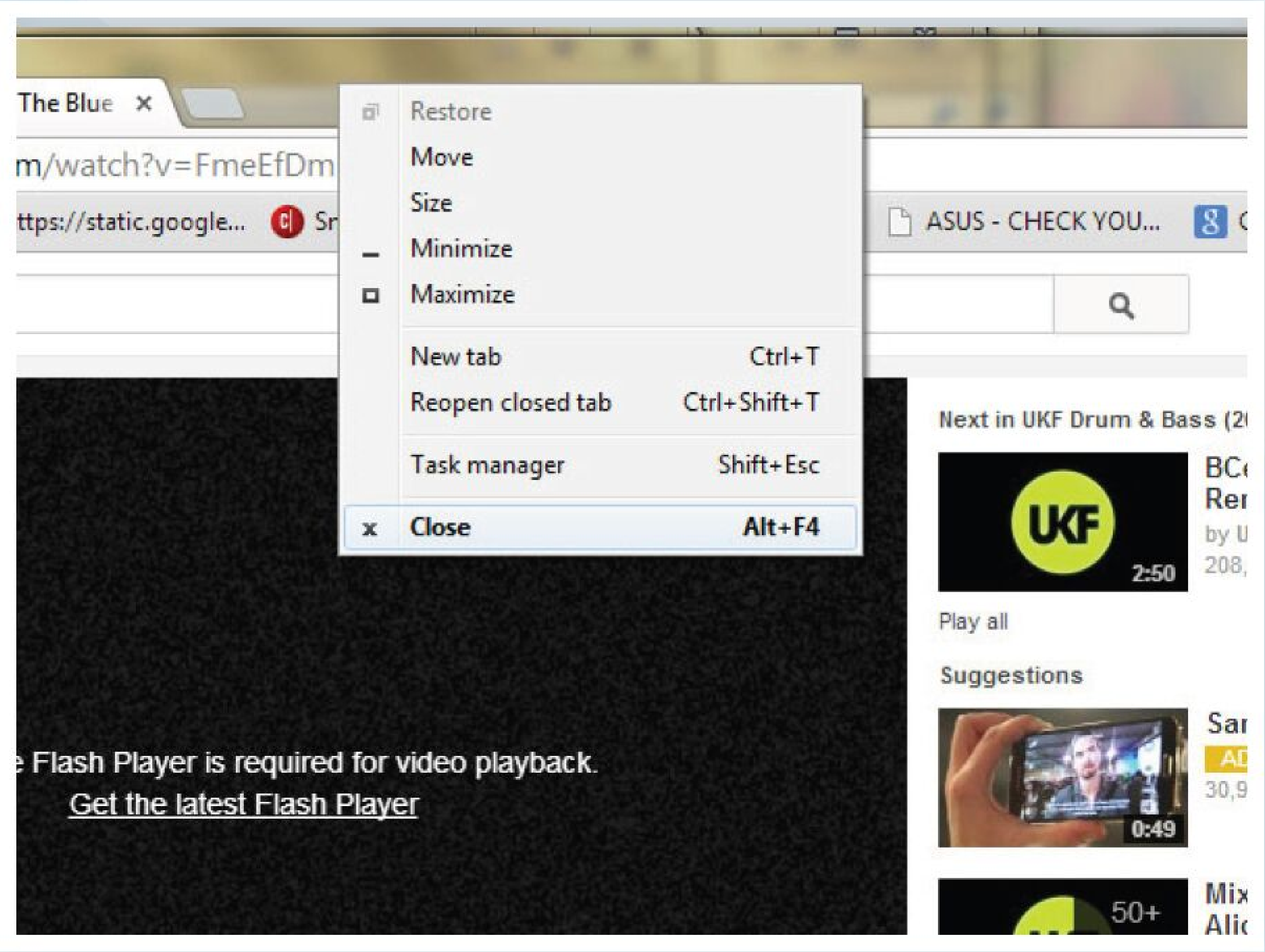
By clicking the "Install now" button, you acknowledge that you have read and agree to the Adobe Software Licensing Agreement and the McAfee Security Scan Plus License Agreement.

Note: Your antivirus software must allow you to install software.

Total size: 17.9 MB

Step 3

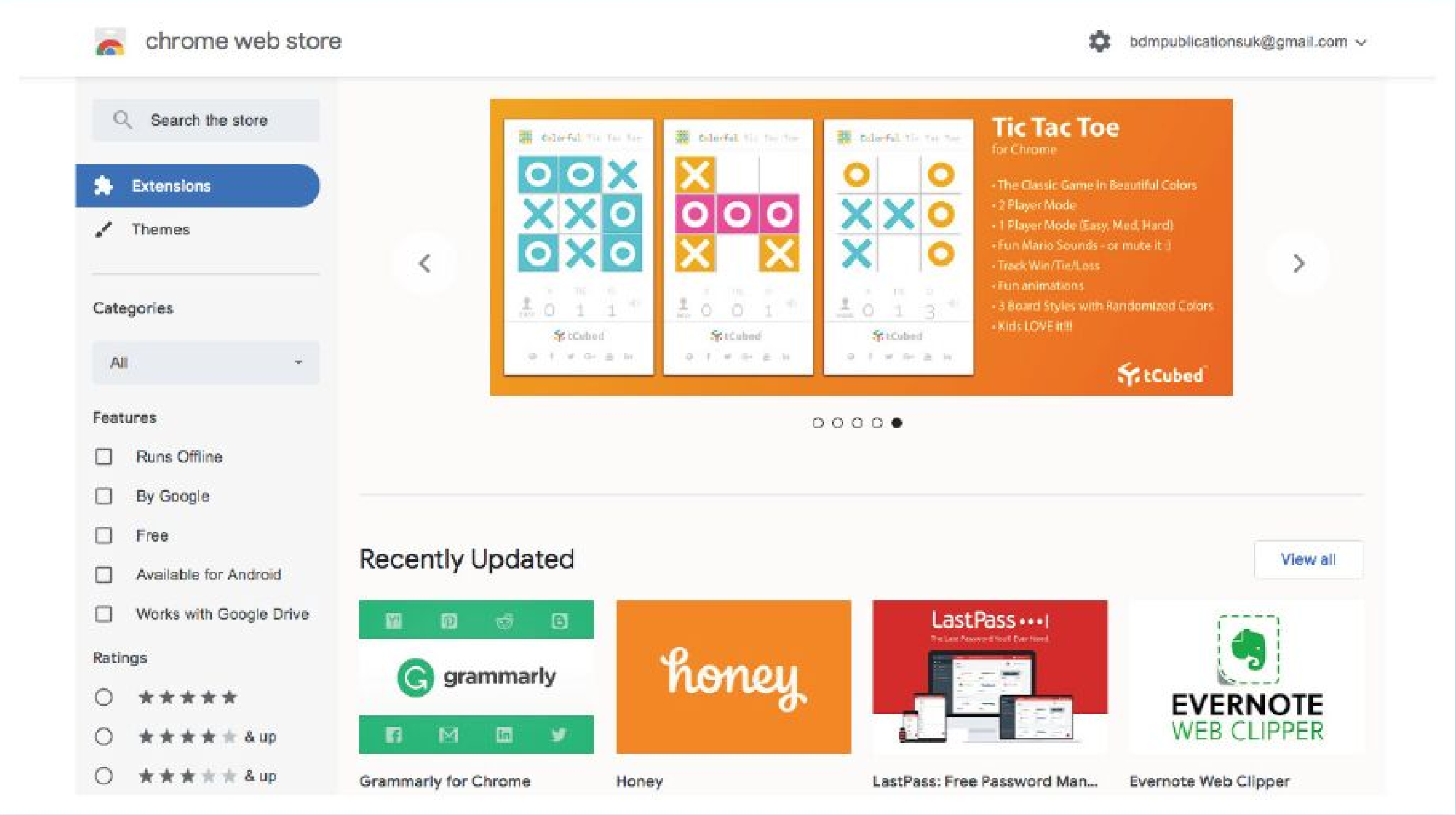
Once the download has finished, restart Google Chrome by closing all open windows to complete the installation process. This is an important step as Chrome needs to be restarted or it will continue to look for the plug-in you just downloaded.


The Blue
m/watch?v=FmeEfDm
ttps://static.google...
ASUS - CHECK YOU...
Restore
Move
Size
Minimize
Maximize
New tab Ctrl+T
Reopen closed tab Ctrl+Shift+T
Task manager Shift+Esc
Close Alt+F4
Next in UKF Drum & Bass
Play all
Suggestions

Flash Player is required for video playback.
Get the latest Flash Player

Step 4

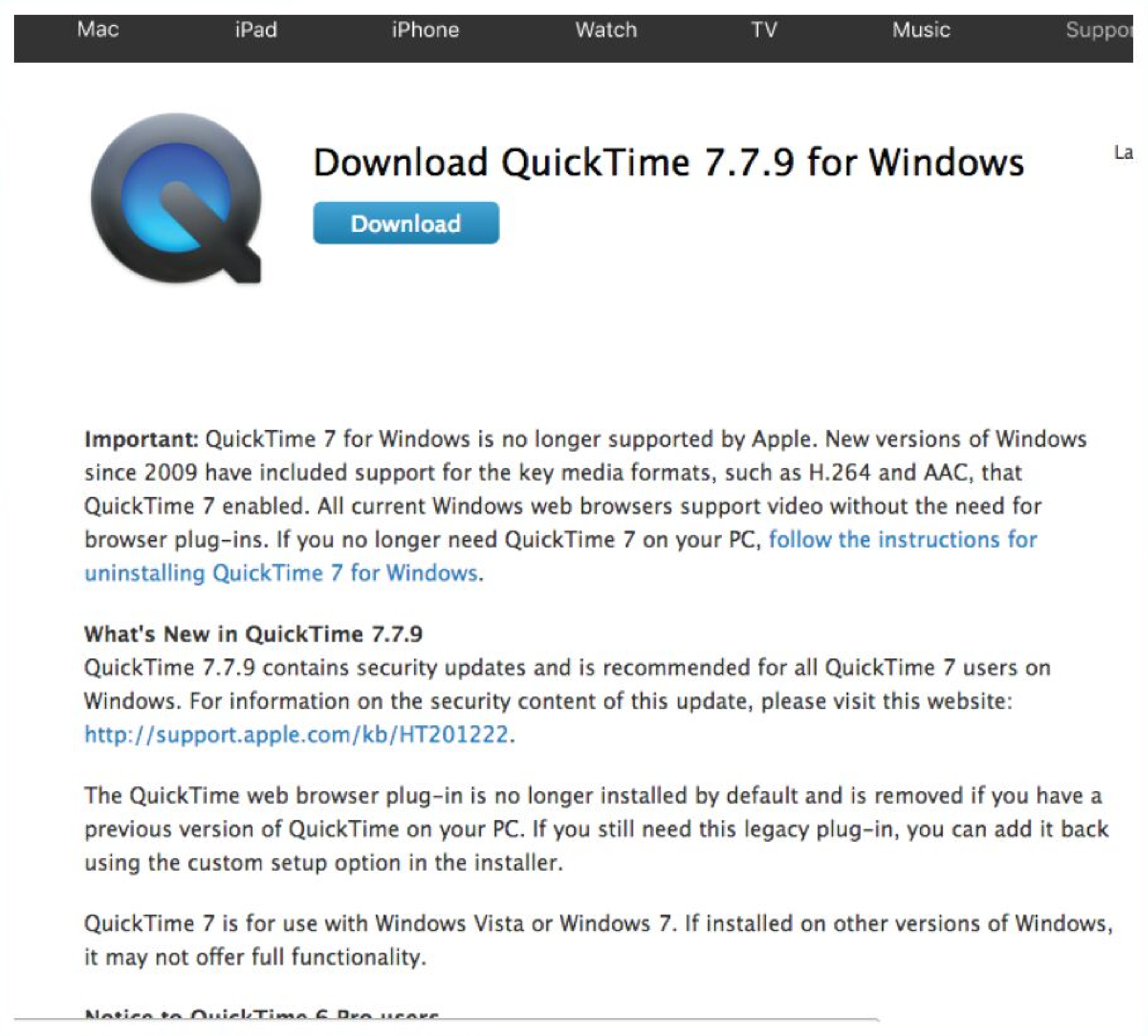
NOTE: It is not unusual that a previously installed Chrome Plug-in will require an update to enable functionality. These updates will require you to manually agree to re-install the plug-in, by downloading the new version, via the same process detailed above.


chrome web store
bdmpublicationsuk@gmail.com
Search the store
Extensions
Themes
Categories
All
Features
☐ Runs Offline
☐ By Google
☐ Free
☐ Available for Android
☐ Works with Google Drive
Ratings
○ ★★★★★
○ ★★★★ & up
○ ★★★ & up
Tic Tac Toe
for Chrome
- The Classic Game in Beautiful Colors
- 2 Player Mode
- 1 Player Mode (Easy, Med, Hard)
- Fun Mario Sounds - or mute it :)
- Track Win/Tie/Loss
- Fun animations
- 3 Board Styles with Randomized Colors
- Kids LOVE it!!!
tCubed
Recently Updated
View all
grammarly
honey
LastPass
EVERNOTE WEB CLIPPER
Grammarly for Chrome
Honey
LastPass: Free Password Man...
Evernote Web Clipper

Blocking Chrome's Plug-ins

Step 1

Plug-ins are allowed by default. However, since they can occasionally be a security risk, Google Chrome blocks plug-ins that are outdated or not widely used. Examples include Java, RealPlayer, QuickTime and Shockwave. You can also block all plug-ins on a one by one basis.



Download QuickTime 7.7.9 for Windows

Important: QuickTime 7 for Windows is no longer supported by Apple. New versions of Windows since 2009 have included support for the key media formats, such as H.264 and AAC, that QuickTime 7 enabled. All current Windows web browsers support video without the need for browser plug-ins. If you no longer need QuickTime 7 on your PC, follow the instructions for uninstalling QuickTime 7 for Windows.

What's New in QuickTime 7.7.9
QuickTime 7.7.9 contains security updates and is recommended for all QuickTime 7 users on Windows. For information on the security content of this update, please visit this website: http://support.apple.com/kb/HT201222.

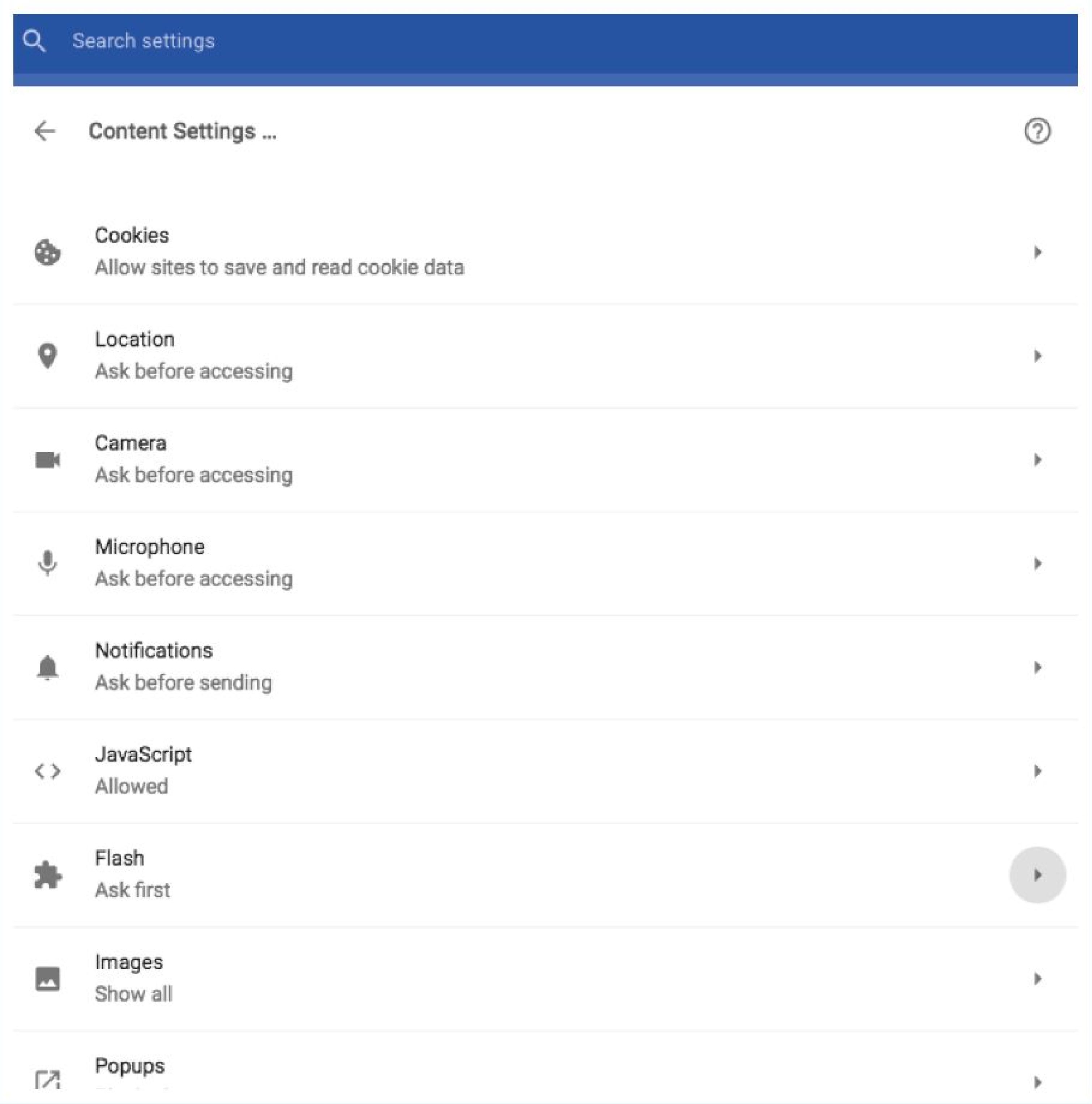
The QuickTime web browser plug-in is no longer installed by default and is removed if you have a previous version of QuickTime on your PC. If you still need this legacy plug-in, you can add it back using the custom setup option in the installer.

QuickTime 7 is for use with Windows Vista or Windows 7. If installed on other versions of Windows, it may not offer full functionality.

Notice to QuickTime 6 Pro users

Step 2

To block plug-ins, click the Chrome menu and select Settings. Click Show advanced settings and in the Privacy section click the Content settings button. Click the arrow to the right of the plug-in and select which sites you wish to block from its use.



Cookies
Allow sites to save and read cookie data

Location
Ask before accessing

Camera
Ask before accessing

Microphone
Ask before accessing

Notifications
Ask before sending

JavaScript
Allowed

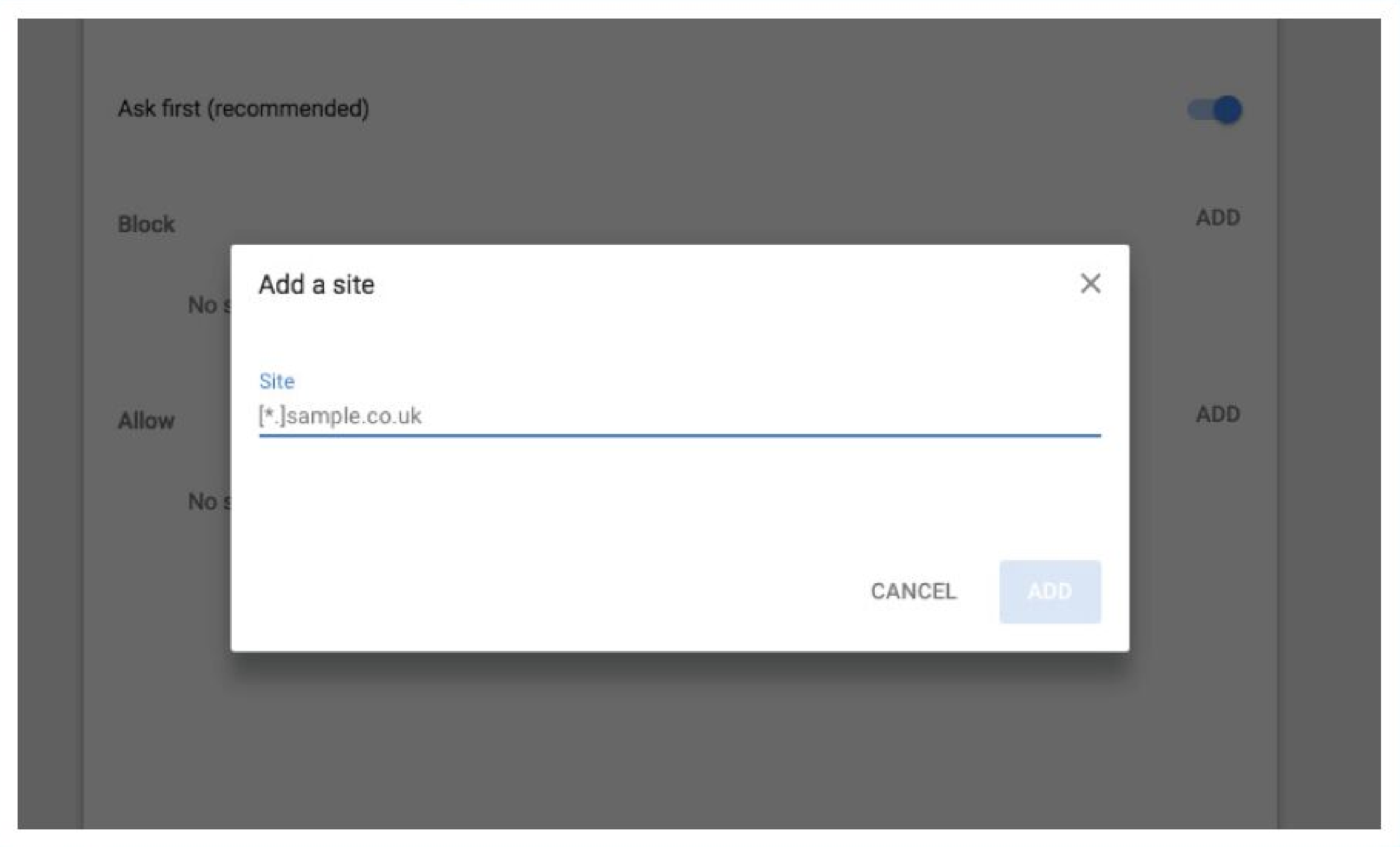
Flash
Ask first

Images
Show all

Popups

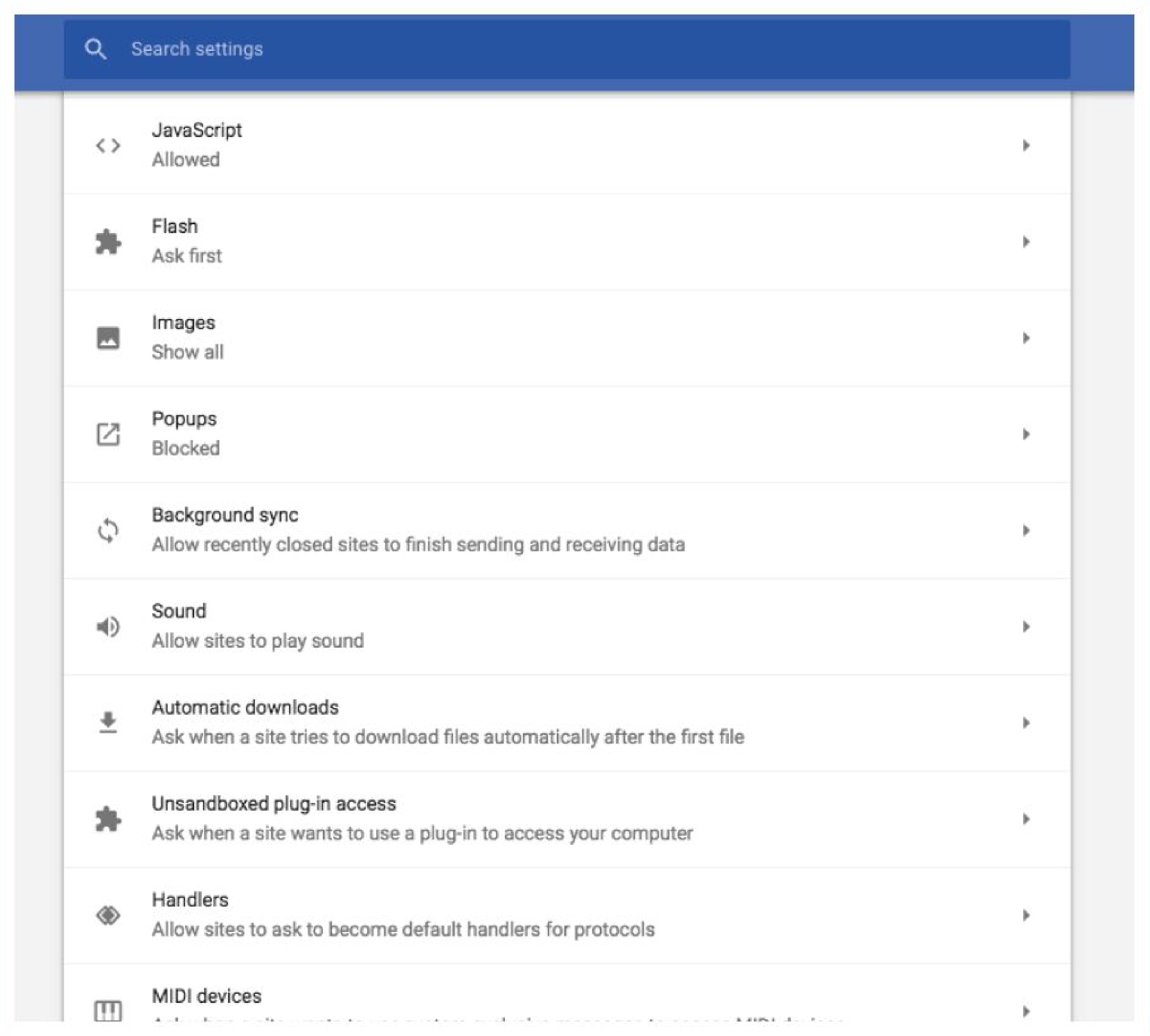
Step 3

To block the website(s) that are causing you an issue with the a specific plug, such as Flash Player for example, click the Add button and enter the URL of the site that has issues and then Click Add again to complete the process.



Step 4

If you have used previous versions of the Chrome browser you may notice that you are unable to completely disable a plug-in in the current Chrome build. You are able to block plug-ins as detailed here and there is no limit on the number of sites you can add to the blocked list.



JavaScript
Allowed

Flash
Ask first

Images
Show all

Popups
Blocked

Background sync
Allow recently closed sites to finish sending and receiving data

Sound
Allow sites to play sound

Automatic downloads
Ask when a site tries to download files automatically after the first file

Unsandboxed plug-in access
Ask when a site wants to use a plug-in to access your computer

Handlers
Allow sites to ask to become default handlers for protocols

MIDI devices

Chrome Plug-ins

Whether using Windows, Linux or Mac, Chrome supports many of the most popular and widely used plug-ins.

These include:

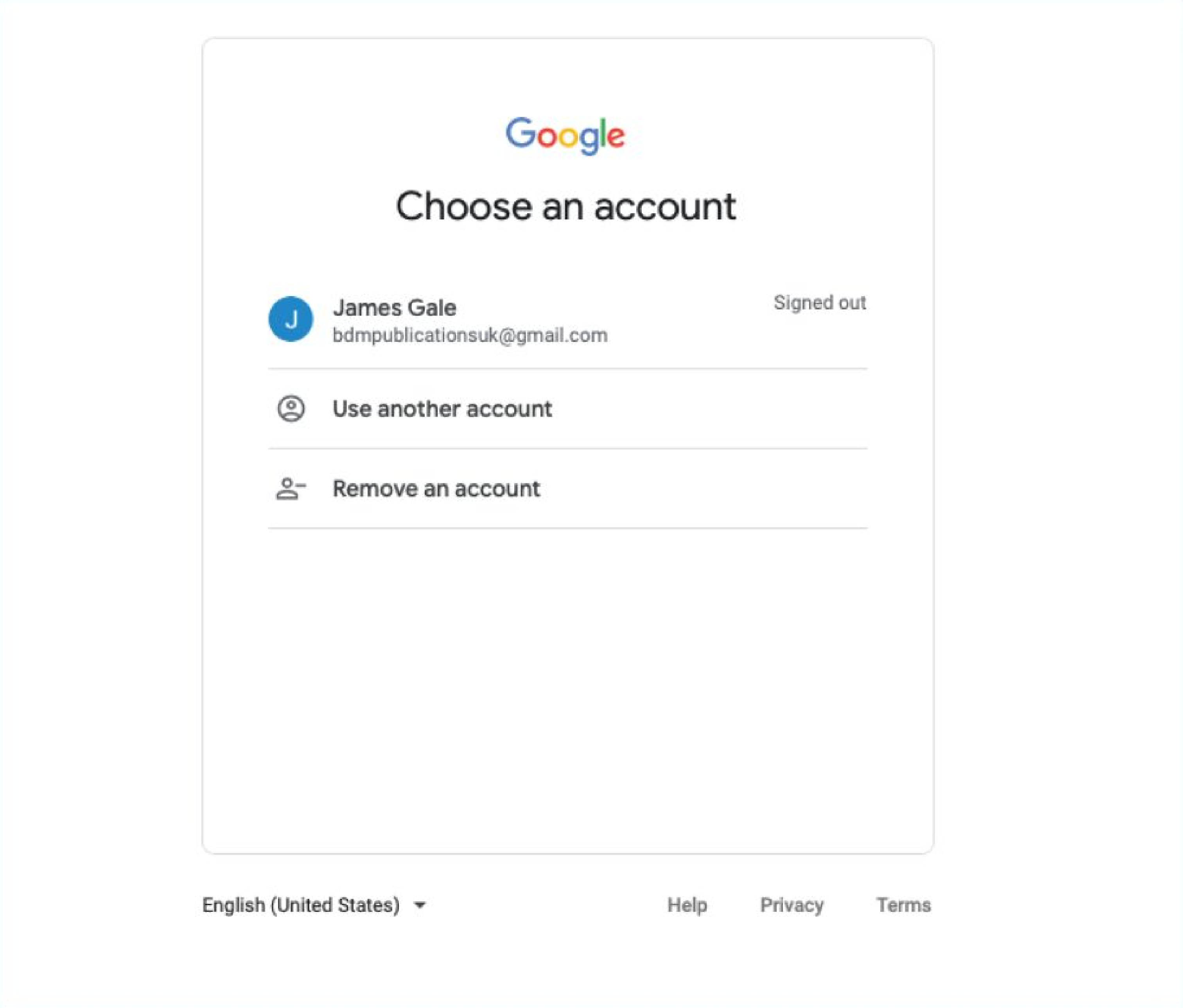
- **Adobe Flash Player**
- **Java**
- **Real PlayerQuickTime**
- **Microsoft Silverlight**
- **Adobe Reader**
- **Windows Media Player**
- **QuickTime**

Setting Up Chrome Autofill

Some of the most useful features of Chrome, like Chrome Autofill, are easy to set up and can make browsing the Internet a much quicker experience, particularly if you find yourself forever filling out online forms.

Step 1

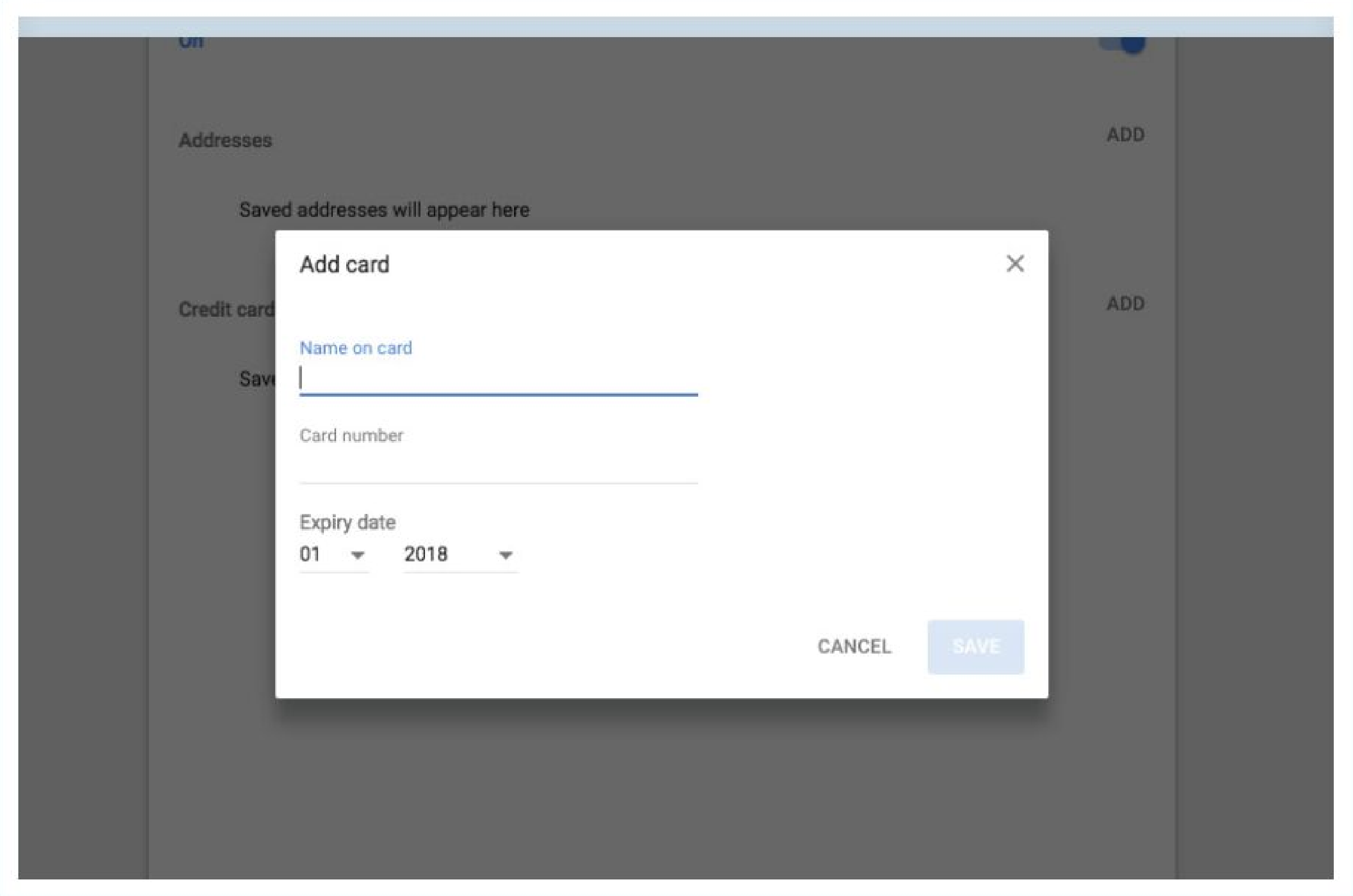
The first time you fill out a form, Google Chrome automatically saves the contact information that you enter, like your name, address, phone number or email address, as an Autofill entry. You can store multiple addresses as separate entries.


Google
Choose an account
Signed out
Use another account
Remove an account
English (United States)
Help
Privacy
Terms

J James Gale
bdmpublicationsuk@gmail.com

Step 2

Chrome can also save your credit card information, with your permission. When you do this on a form, Chrome asks you at the top of the page whether you'd like to save the information.


Addresses
ADD
Credit card
ADD
Add card
CANCEL
SAVE

Saved addresses will appear here

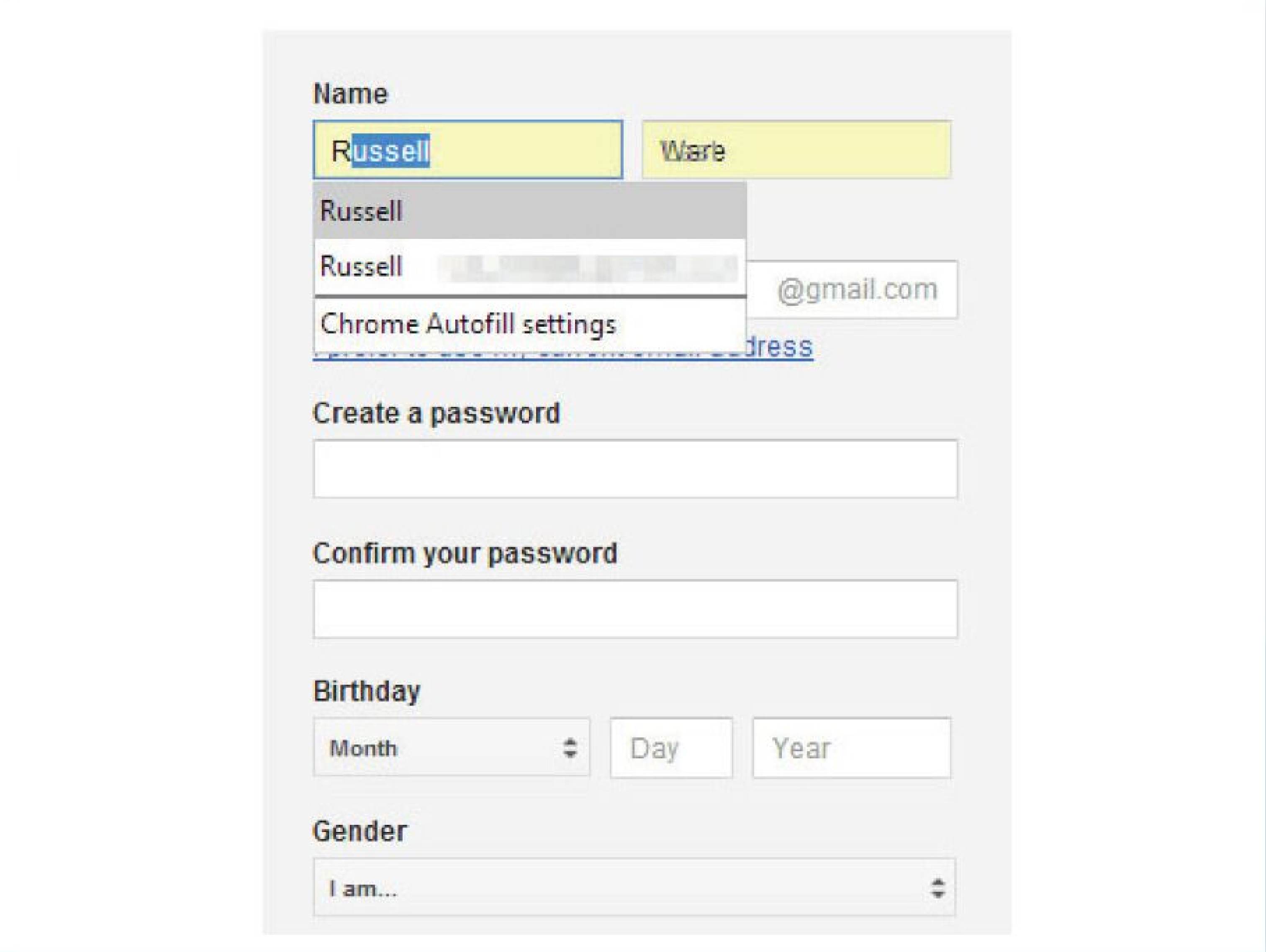
Name on card

Card number

Expiry date
01 2018

Step 3

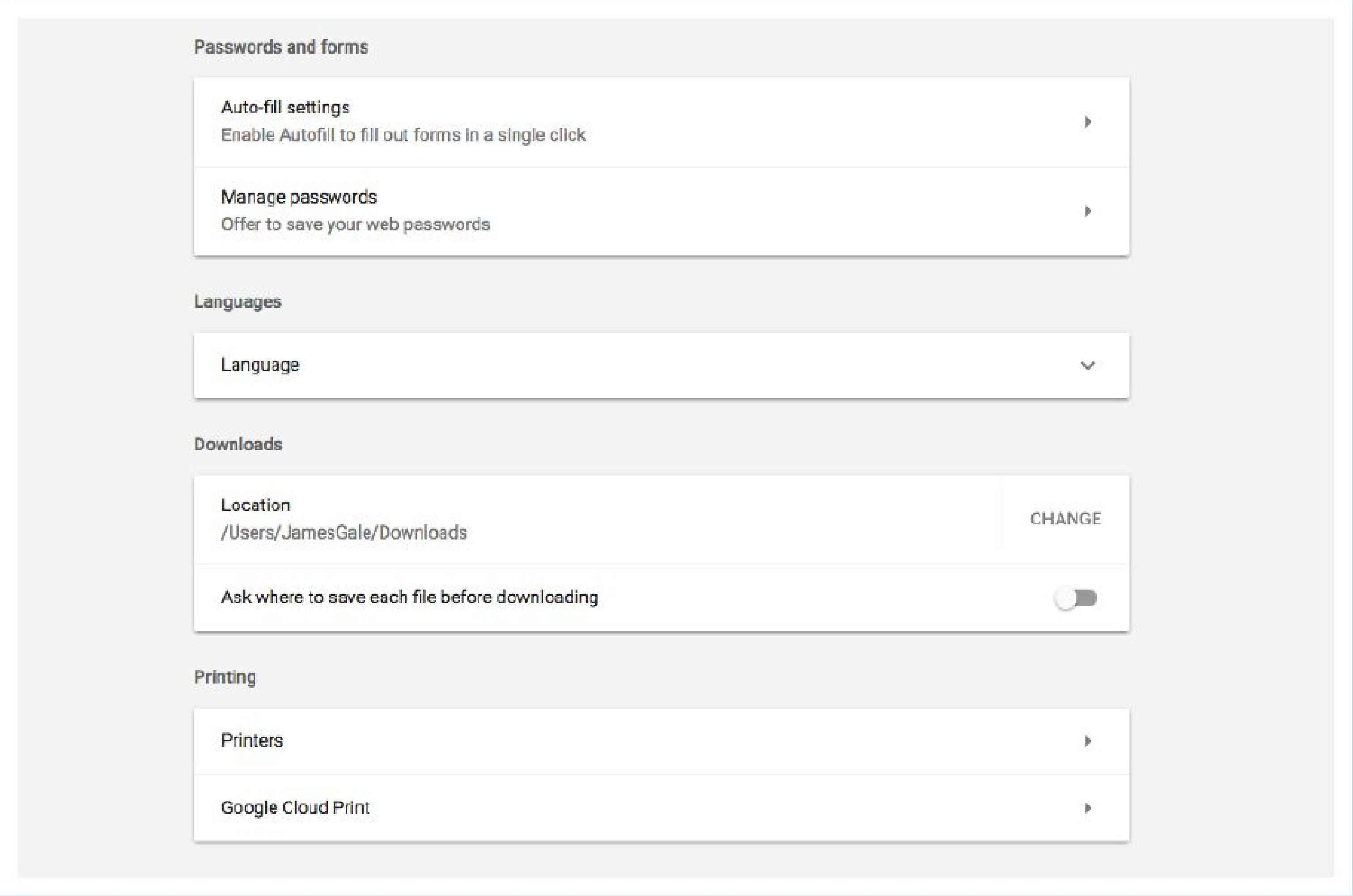
If your Chrome Autofill information is correct, you don't need to do anything more. If you have changed address recently, or some of the other information has changed, it can be frustrating for Chrome to keep suggesting the wrong info.


Chrome Autofill settings

Name
Russell Ware
Russell
Russell
@gmail.com
Create a password
Confirm your password
Birthday
Month Day Year
Gender
I am...

Step 4

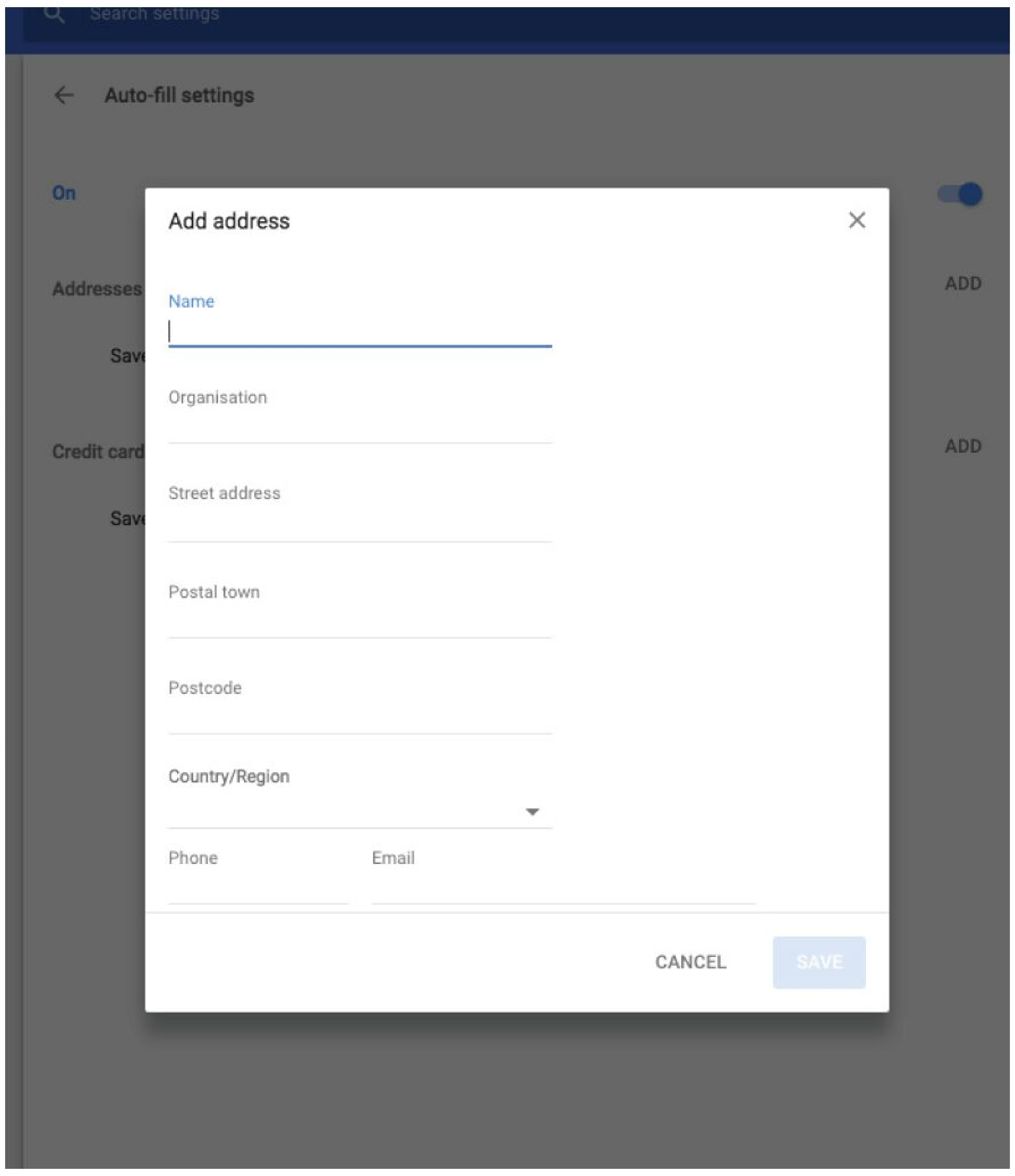
To manage your Autofill entries, open Chrome and click on the menu button in the top right corner (icon with the three dots in a column). Select Settings and then click Advanced at the bottom of the page. Find the Passwords and forms section and click Autofill settings.

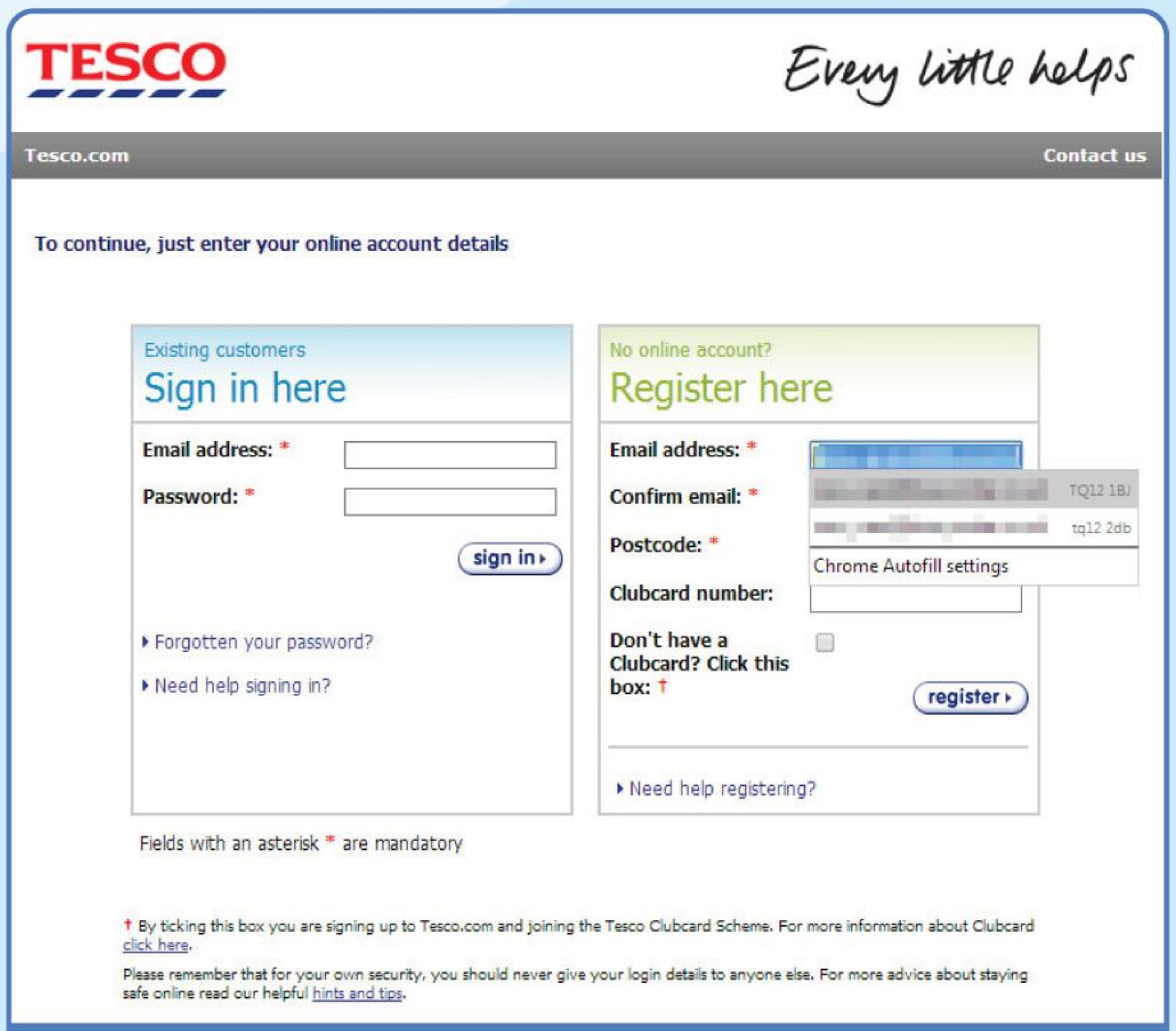


Passwords and forms
Auto-fill settings
Enable Autofill to fill out forms in a single click
Manage passwords
Offer to save your web passwords
Languages
Language
Downloads
Location
/Users/JamesGale/Downloads
Ask where to save each file before downloading
Printing
Printers
Google Cloud Print

Step 5

If you have more than one Autofill entry, click the one you want to edit and then click the Edit button that appears to the right of it. Complete or edit the information form and then click OK to finish. You can also Add a completely new address using the button here.


Search settings
Auto-fill settings
On
Addresses
ADD
Credit card
ADD
Add address
Name
Organisation
Street address
Postal town
Postcode
Country/Region
Phone
Email
CANCEL
SAVE


TESCO
Every little helps
Tesco.com
Contact us

To continue, just enter your online account details

Existing customers
Sign in here

Email address: *
Password: *

sign in ›
› Forgotten your password?
› Need help signing in?

No online account?
Register here

Email address: *
Confirm email: *
Postcode: *
Clubcard number:
Don't have a Clubcard? Click this box: †

Chrome Autofill settings
register ›
› Need help registering?

Fields with an asterisk * are mandatory

† By ticking this box you are signing up to Tesco.com and joining the Tesco Clubcard Scheme. For more information about Clubcard click here.

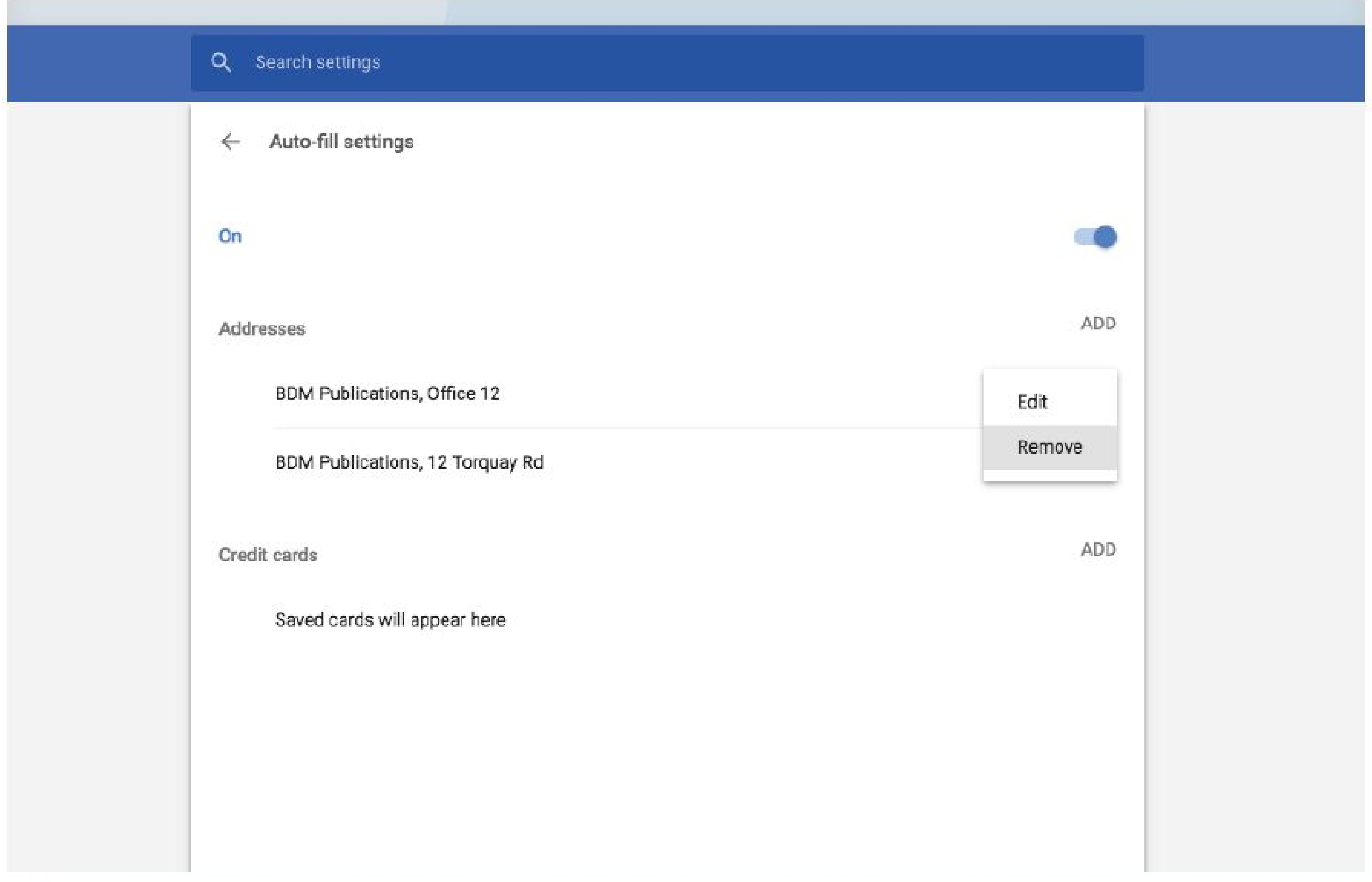
Please remember that for your own security, you should never give your login details to anyone else. For more advice about staying safe online read our helpful hints and tips.

Trusted Sites

It's important that you use Autofill only on websites you trust, as certain websites might try to capture your information in hidden or hard to see fields. Some websites prevent browsers from saving text that you've entered, so Google Chrome won't be able to complete forms on those sites.

Step 6

To remove an entry, click on it in the Autofill settings and then click the X that appears to the right of the entry. If you want to disable Chrome Autofill altogether, you can do so by unchecking the box next to the option in the Chrome settings.


Search settings
Auto-fill settings
On
Addresses
ADD

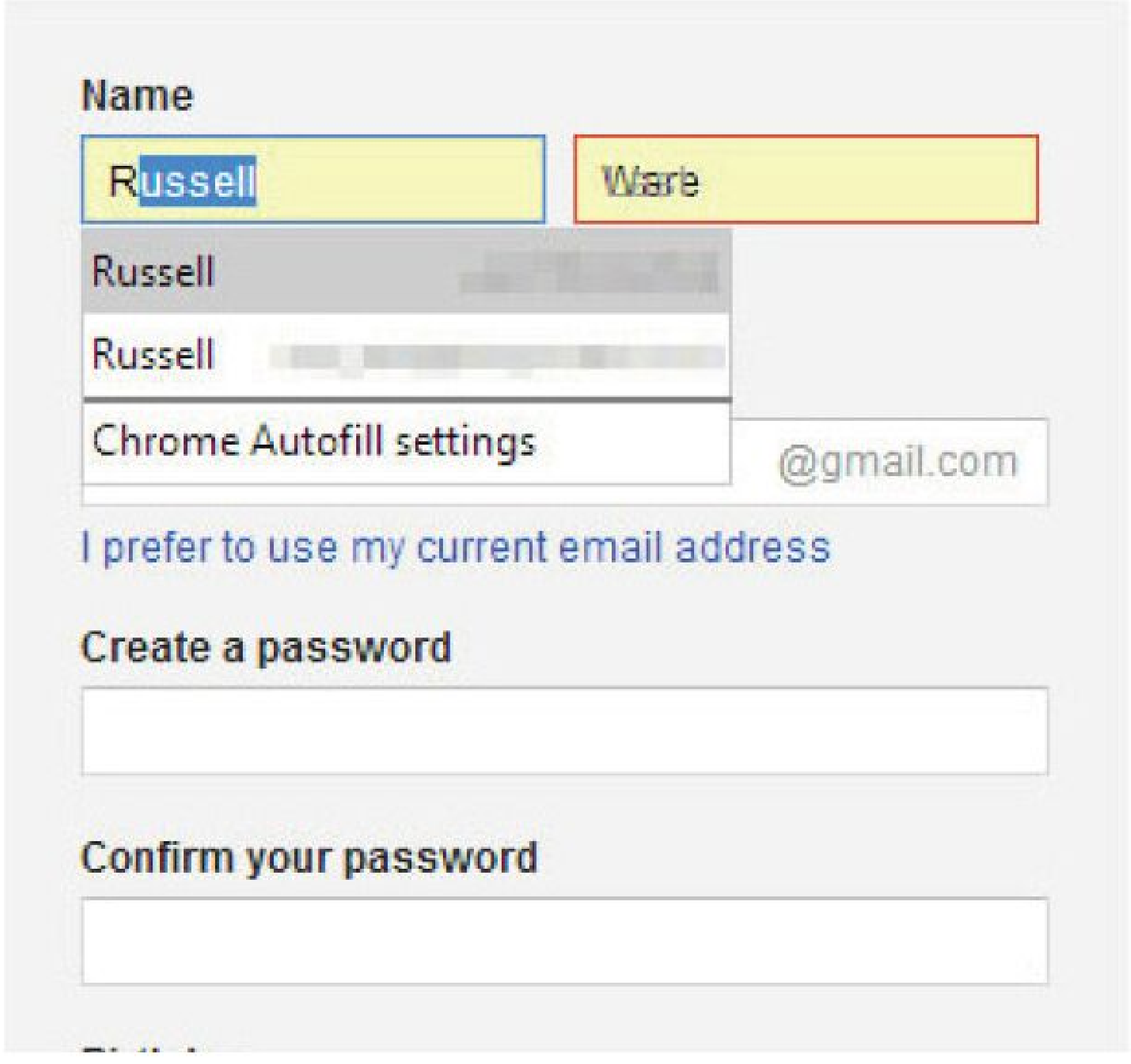
BDM Publications, Office 12
BDM Publications, 12 Torquay Rd

Edit
Remove
Credit cards
ADD

Saved cards will appear here

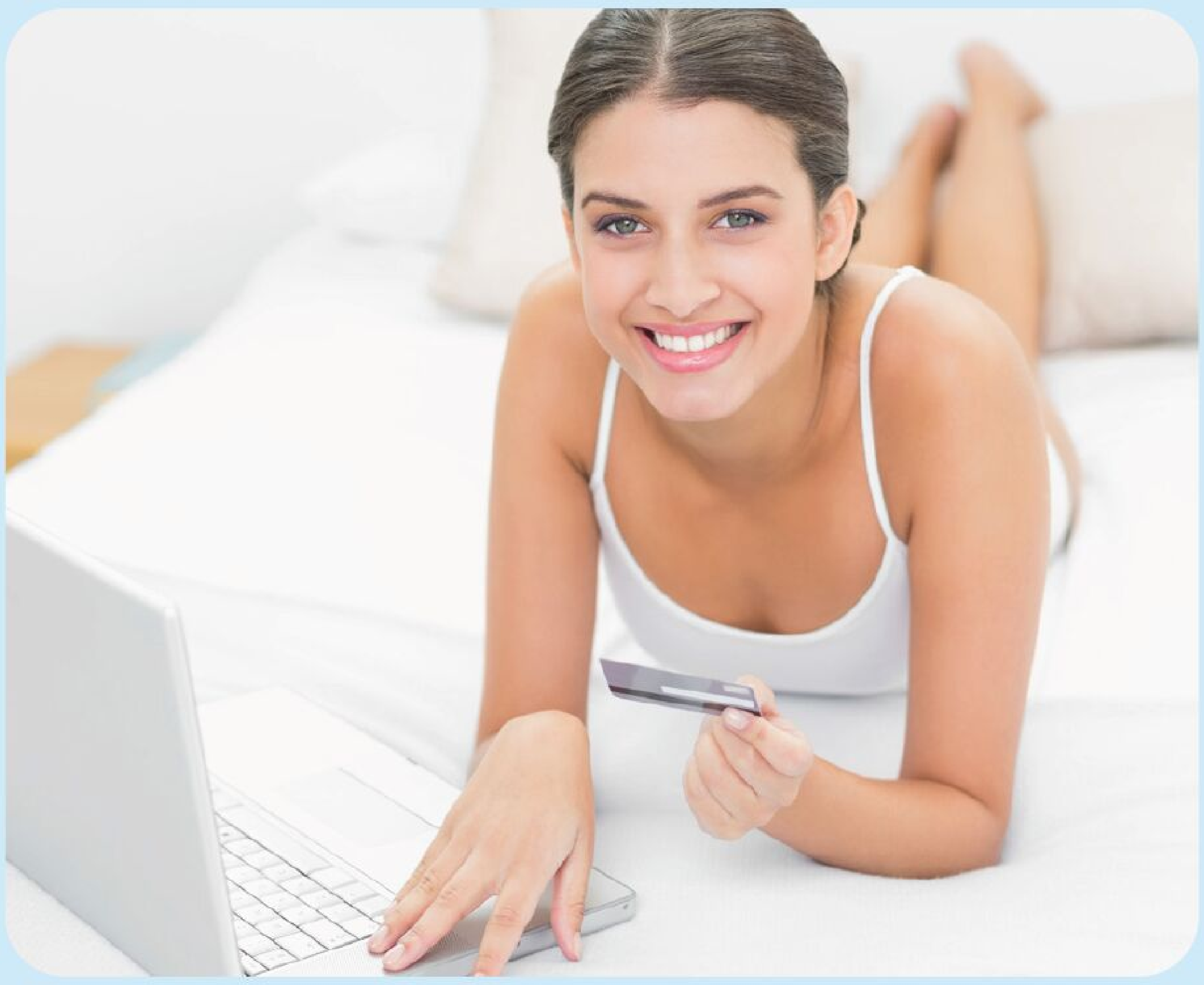
Step 7

Now, when you start filling out a form, the Autofill entries that match what you're typing appear in a menu. Select an entry to automatically complete the form with information from it. This allows you to have multiple entries in Autofill.


Name
Russell
Ware

Russell
Russell
Chrome Autofill settings
@gmail.com
I prefer to use my current email address

Create a password
Confirm your password



Chrome Tips and Tricks

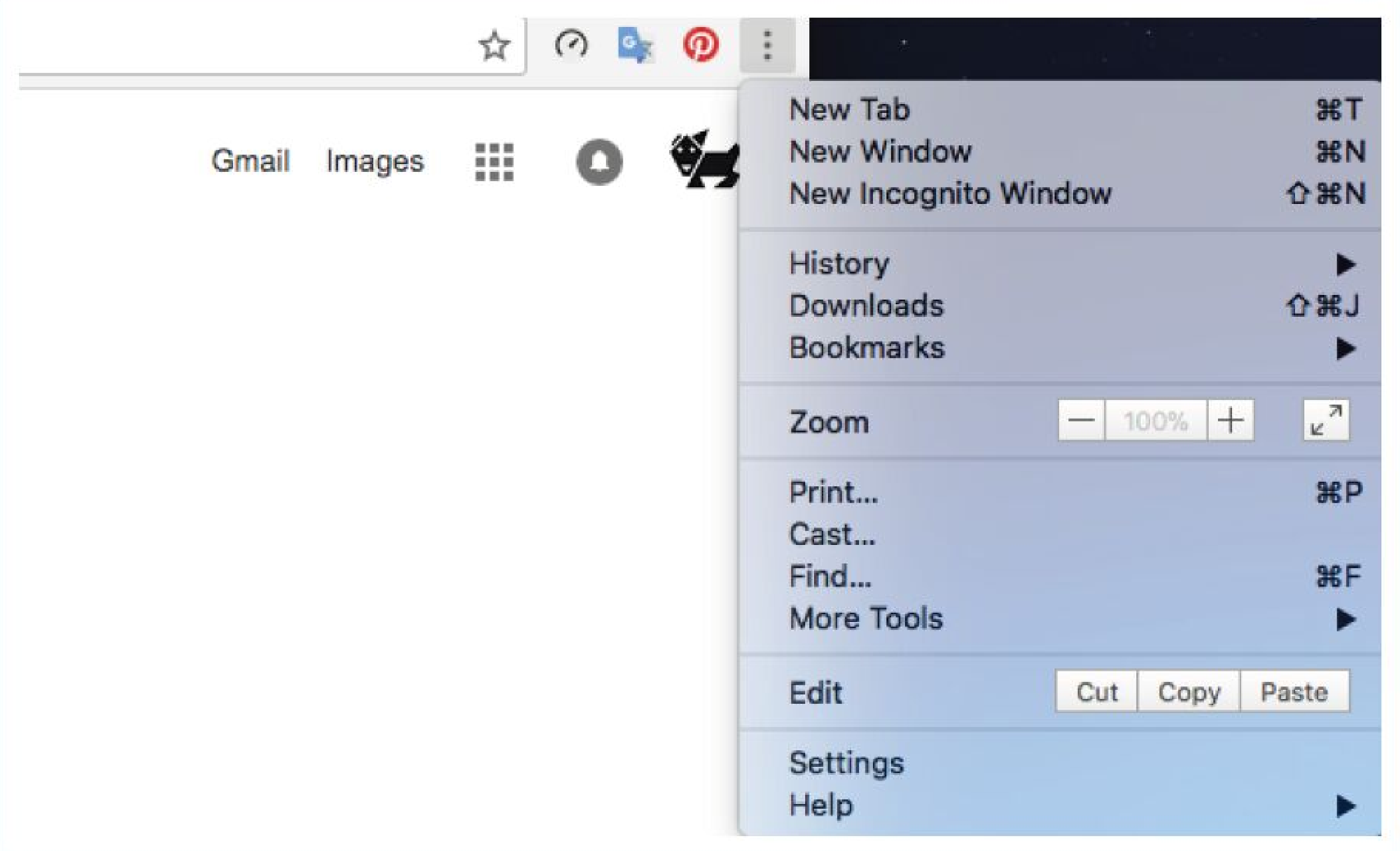
Even if you have been using Chrome for a while, there are probably dozens of tricks that you never even knew were possible. Here are a few tips and tricks to get you started.

Chrome-Casting Your Screen

Have you ever been browsing online and stumbled upon a video, or photograph, that you want to share with those around you on the big screen of your family TV? With the additional purchase of a Google Chromecast you will be able to do just that, by casting content from your Chrome browser, on your desktop or mobile devices, to your TV. The quickest way to do this, on your desktop device, is by right-clicking on the Chrome window and then clicking on "Cast". On a mobile, tap the Three dot icon, top right of the Chrome app, and tap "Cast".

Incognito Window

There are several ways to open a new incognito window for Chrome. If you have a Chrome shortcut pinned to the task bar, you can right-click it and select New Incognito Window. You can also click the Settings menu button at the top right of the browser window and select the same. The quickest way to do it however, is to use the keyboard shortcut Ctrl + Shift + N. Content displayed in an incognito window will not show up in your browser history, nor will cookies be saved.



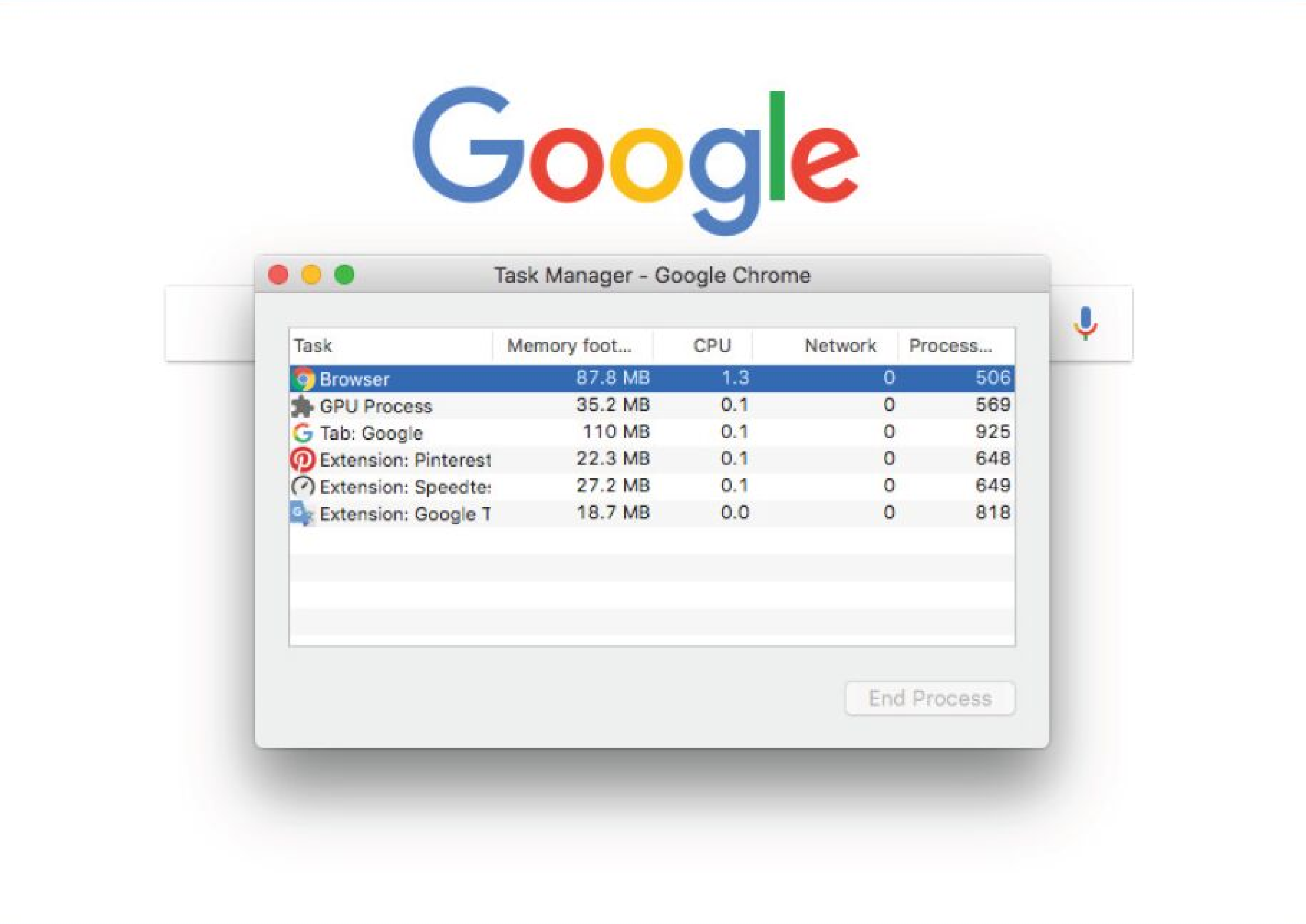
Chrome Keyboard Shortcuts

There are several useful keyboard shortcuts for Chrome. Remember that the browser window must be currently selected for these to work.

Ctrl+Shift+N	New Incognito Window
Alt+Home	Load your Home Page
Ctrl+T	Open a new tab
Ctrl+Shift+T	Open most recently closed tab
Ctrl+Tab	Scroll through open tabs
Ctrl+J	Opens your downloads screen

Chrome Task Manager

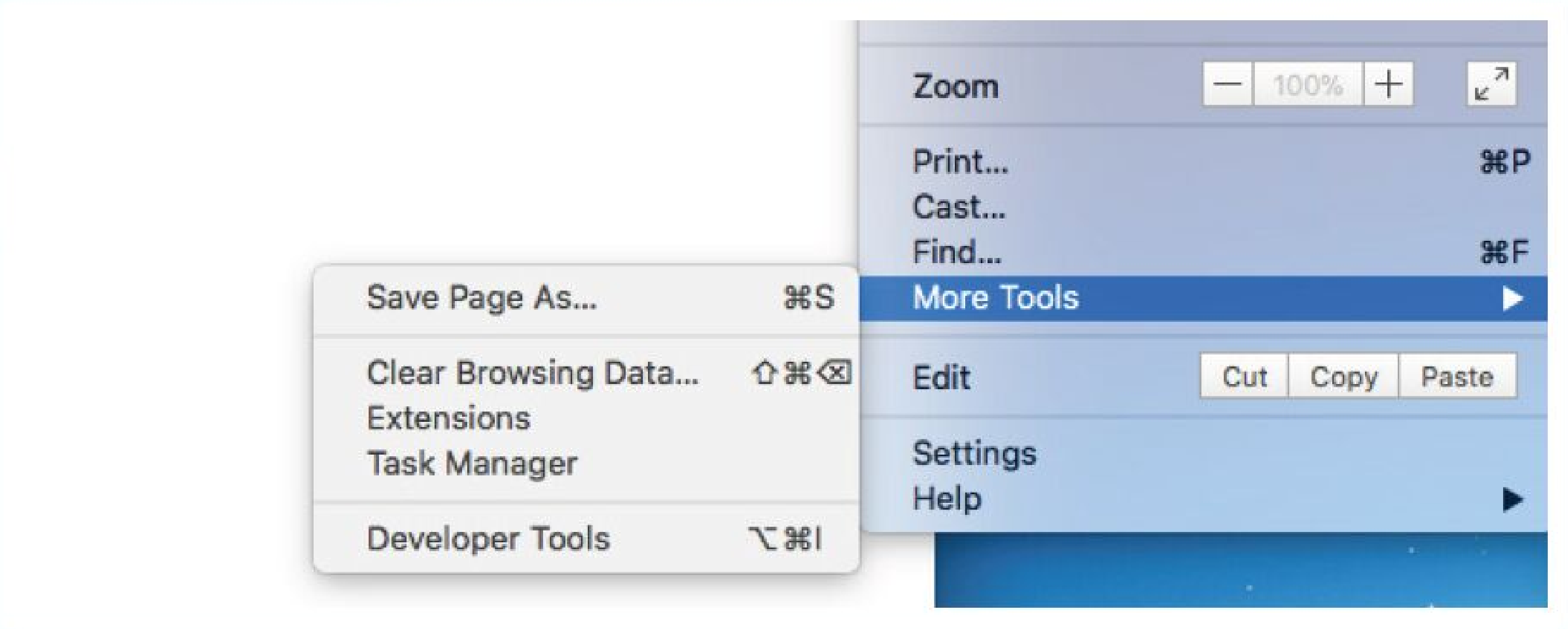
The Task Manager is a useful tool to see how much memory your currently open tabs and browser plug-ins are using. To open the task manager, right-click the top of the browser window and select Task Manager from the menu. Highlight one and click End Process to stop it running. You can also press Shift + Esc as a quicker way to bring up the Google Chrome Task Manager.



Task	Memory foot...	CPU	Network	Process...
Browser	87.8 MB	1.3	0	506
GPU Process	35.2 MB	0.1	0	569
Tab: Google	110 MB	0.1	0	925
Extension: Pinterest	22.3 MB	0.1	0	648
Extension: Speedte:	27.2 MB	0.1	0	649
Extension: Google T	18.7 MB	0.0	0	818

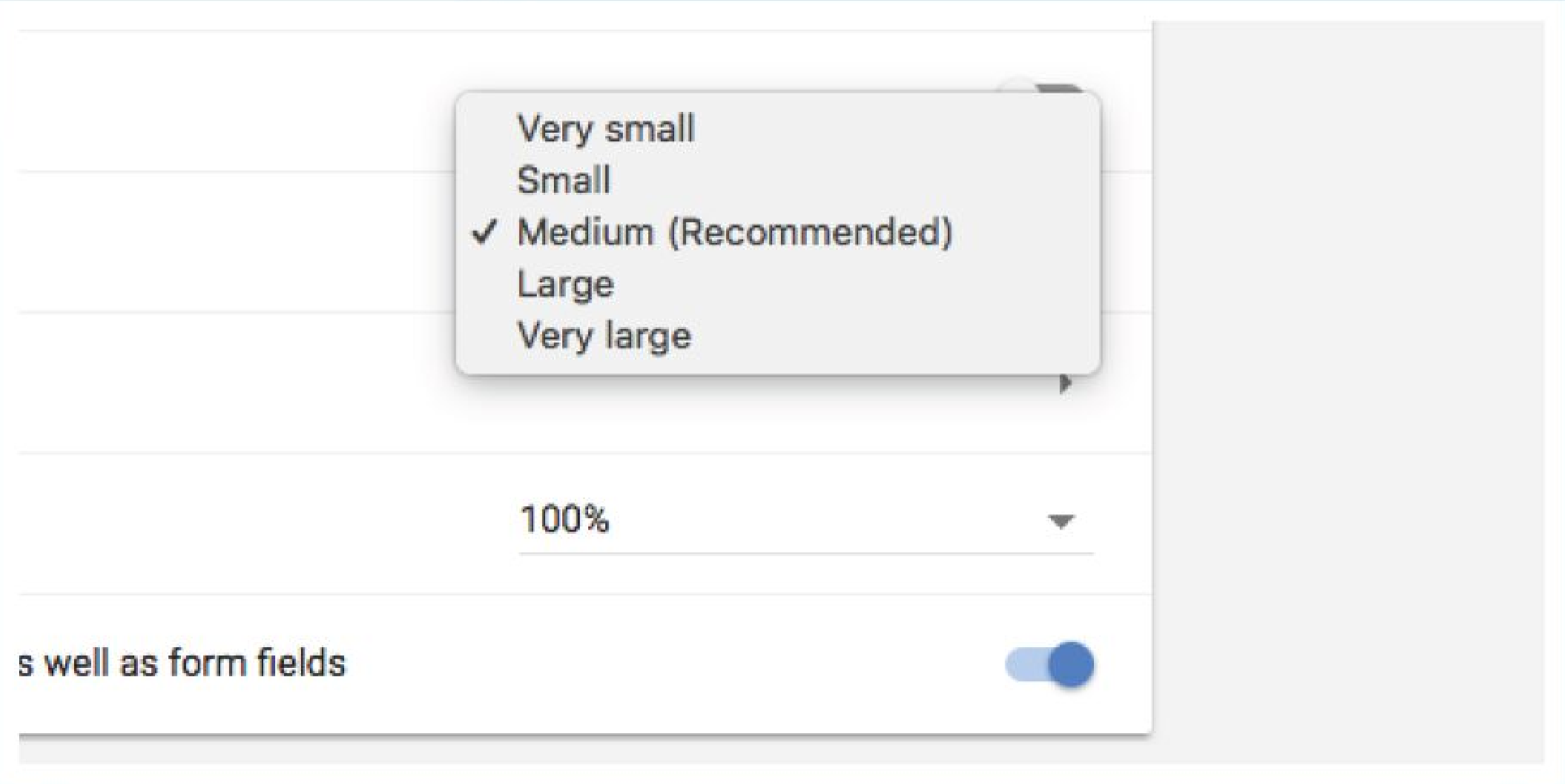
Spring Cleaning

To delete cookies, click on the menu button and go to Settings. Scroll down to the Privacy section, and click Content Settings. Now you can click Remove All or Remove Individual Cookies. To clear more data such as the Google Chrome browsing history and cache, click the Tools icon and select Clear Browsing Data. To clear the most visited websites that appear on your Google Chrome Start page, you must clear your browsing history using the method already described. Clearing your Google Chrome browser history will also stop matches from previously browsed sites appearing as suggestions in your address bar.


Zoom
100%
Print... ⌘P
Cast...
Find... ⌘F
More Tools
Edit
Cut
Copy
Paste
Settings
Help
Save Page As... ⌘S
Clear Browsing Data... ⇧⌘⌫
Extensions
Task Manager
Developer Tools ⌥⌘I

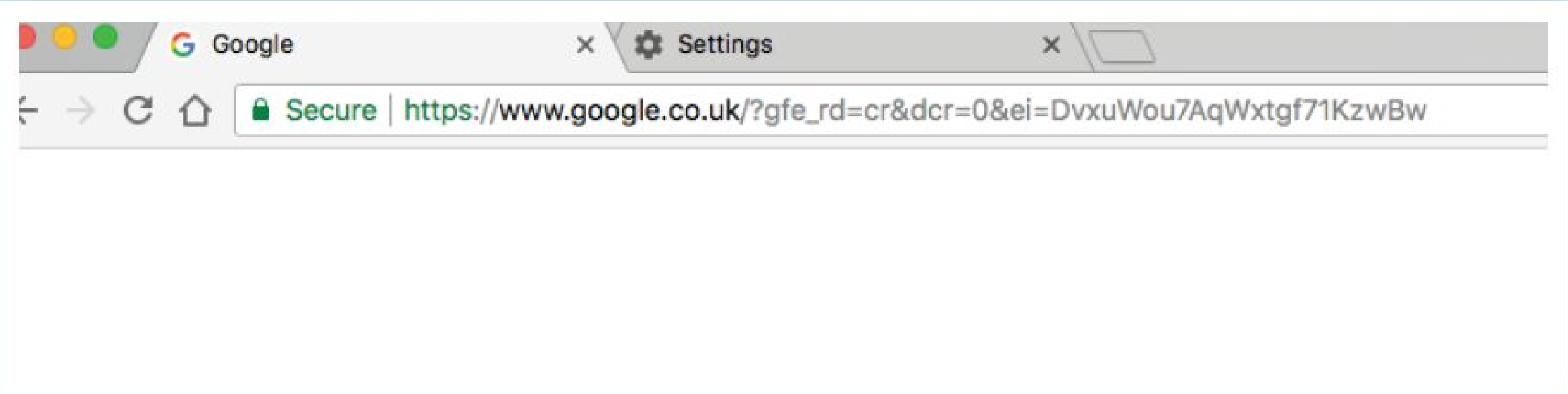
Adjust Text Size

Having trouble reading small text on a page in Chrome? No problem! Chrome lets you easily zoom both in and out, increasing or decreasing the size of both text and images. You can do this a couple of ways. The first is to click the Settings menu button and use the Zoom controls you find there. An easier way to do it is to hold Ctrl and use the scroll wheel on your mouse to zoom in and out; as you do this, a small window will pop out of the address bar to show you the level of zoom.


Very small
Small
✓ Medium (Recommended)
Large
Very large
100%
s well as form fields

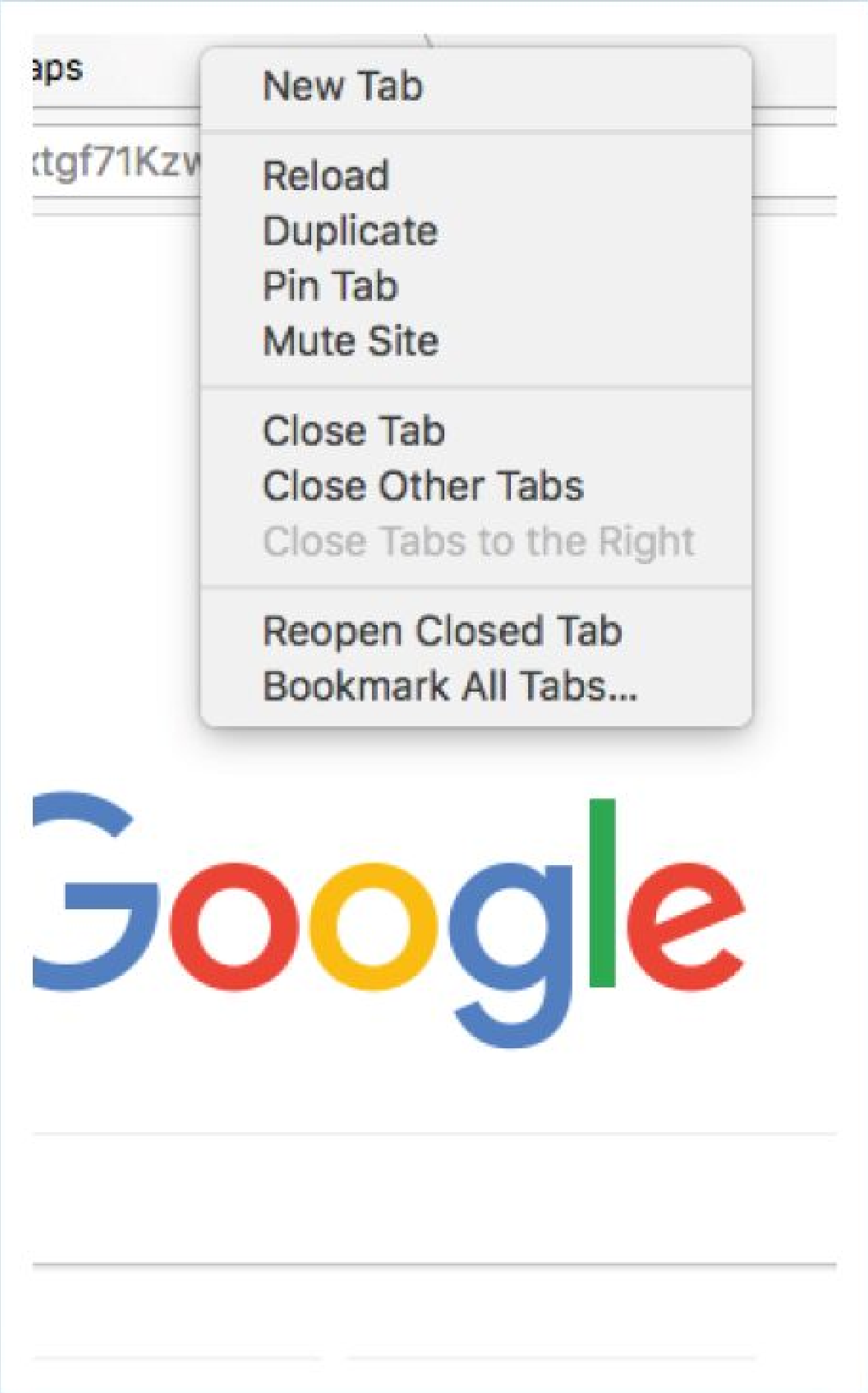
Rearrange Tabs

If you have several tabs open in Chrome, you can rearrange them easily by simply clicking on a tab and dragging it along the row to the position you want. If you want to open one of the tabs as a separate window, click on it and drag it to the desktop. Release the mouse button and a new window will open. Right-click on any tab to see the tab options menu. Here you can reload tabs, close all tabs to the right of the selected one and even reopen closed tabs (Chrome remembers the last ten closed tabs).


Google
Settings
Secure
https://www.google.co.uk/?gfe_rd=cr&dcr=0&ei=DvxuWou7AqWxtgf71KzwBw

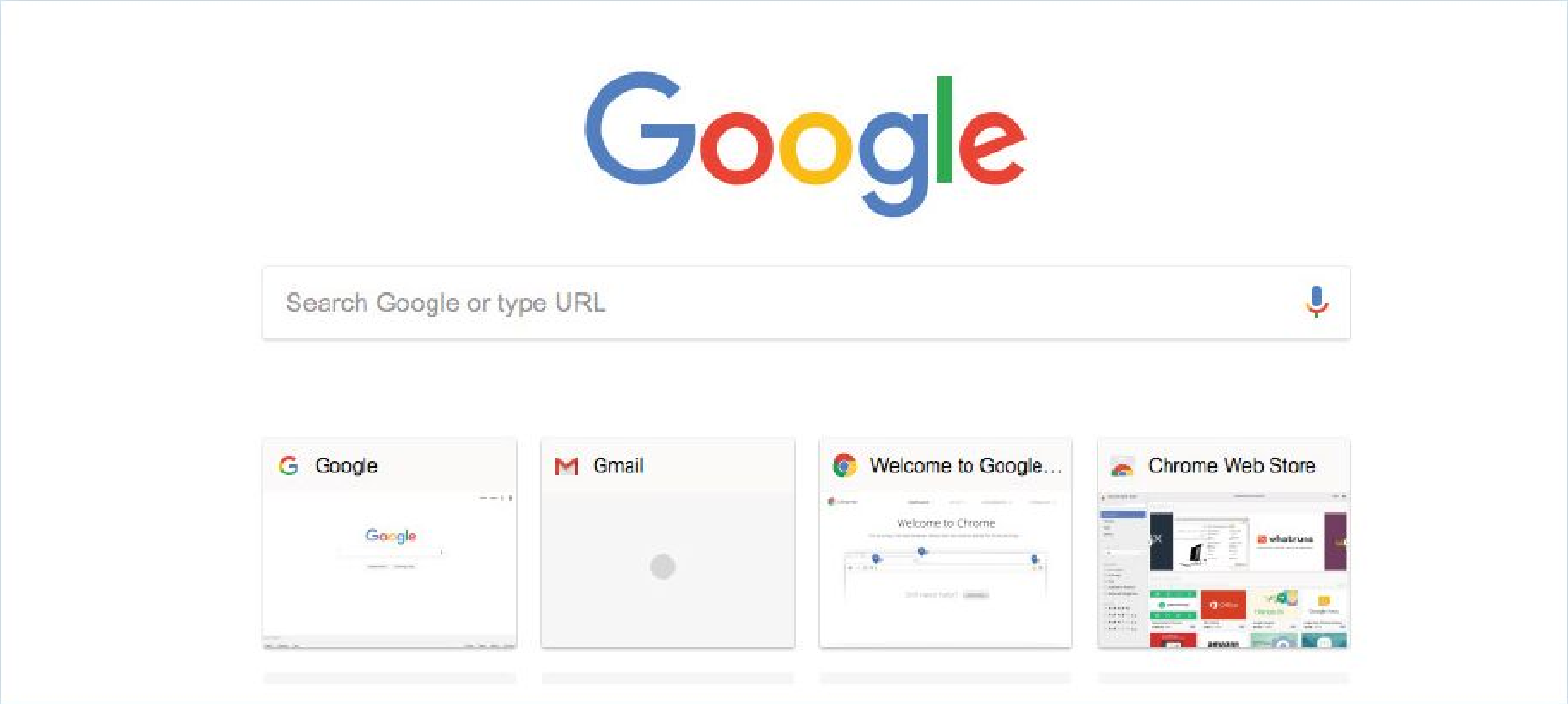
Pinning Tabs

Another useful thing you can do with tabs is pin them. Pinning tabs means that whatever is shown on the tab when it is pinned will automatically be loaded when you next open a new Chrome browser window. To pin a tab, right-click on it and select Pin Tab from the menu. Pinned tabs appear smaller in the row than unpinned tabs. To unpin a tab, simply repeat the process and select Unpin Tab from the menu.


New Tab
Reload
Duplicate
Pin Tab
Mute Site
Close Tab
Close Other Tabs
Close Tabs to the Right
Reopen Closed Tab
Bookmark All Tabs...
Google

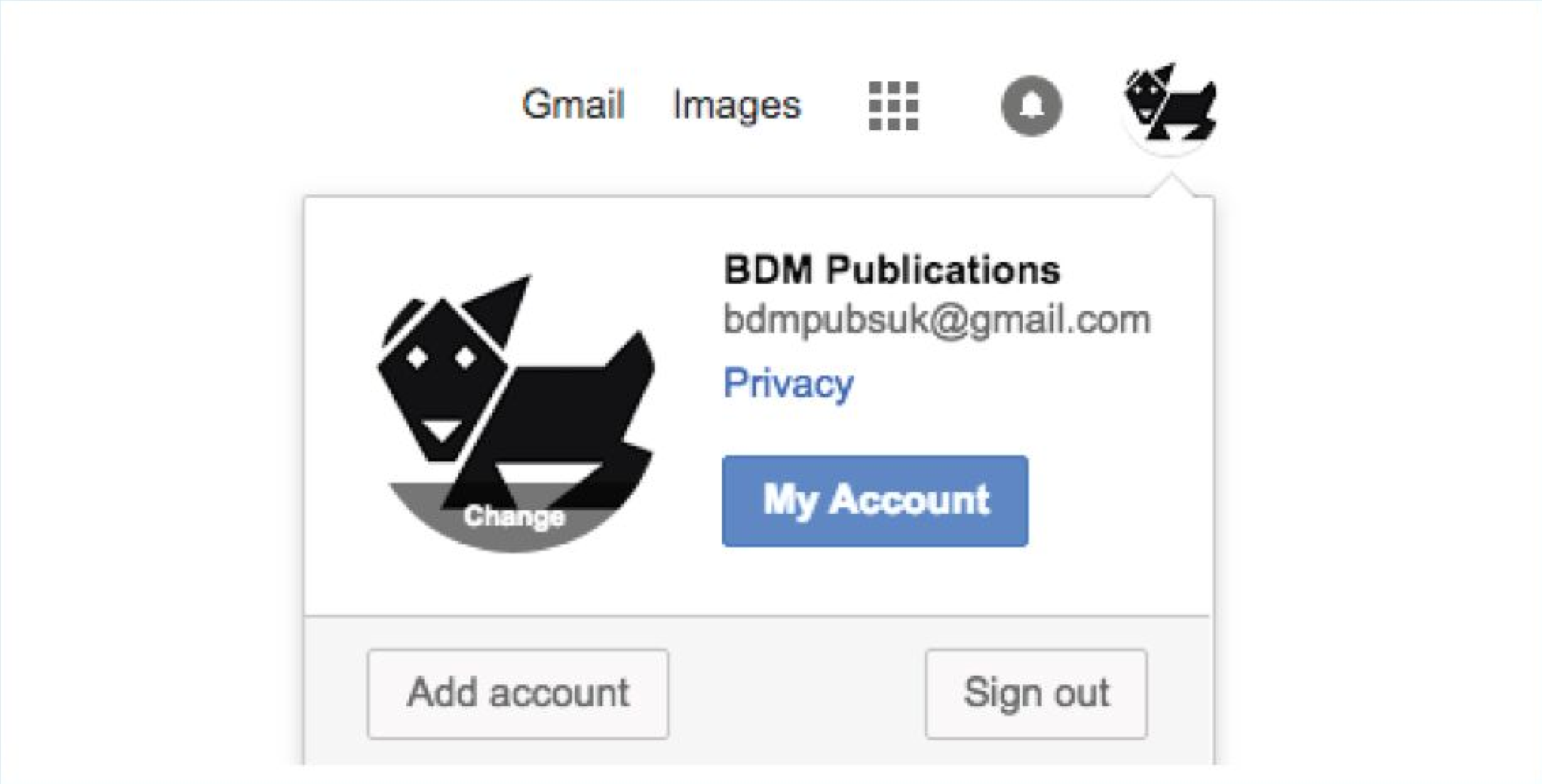
Start-up Preferences

By default, when launching a new window in Chrome, the browser displays the New Tab page, which is a blank tab with links to your most visited websites. It is possible to customise this. Click the Settings icon and select Settings. Under the On start-up section, choose the 'Open a specific page or set of pages' radio button and click the Set pages link next to it. Then, either click 'Use current pages' or type an address to set an alternative home page.


Google
Search Google or type URL
Google
Gmail
Welcome to Google...
Chrome Web Store

Syncing Chrome

With Chrome's sign in feature, you no longer need to fret about your bookmarks or apps being stuck on one computer. When you sign in to the Chrome browser or a Chrome device, your bookmarks, extensions, apps, theme and other browser preferences are saved and synced to your Google Account. You can then load these settings any time you use Chrome on other computers and devices. Signing into Chrome also makes using Google services, like Gmail, YouTube and Maps easier since you generally only need to sign in once from your browser.


Gmail
Images
BDM Publications
bdmpubsuk@gmail.com
Privacy
Change
My Account
Add account
Sign out

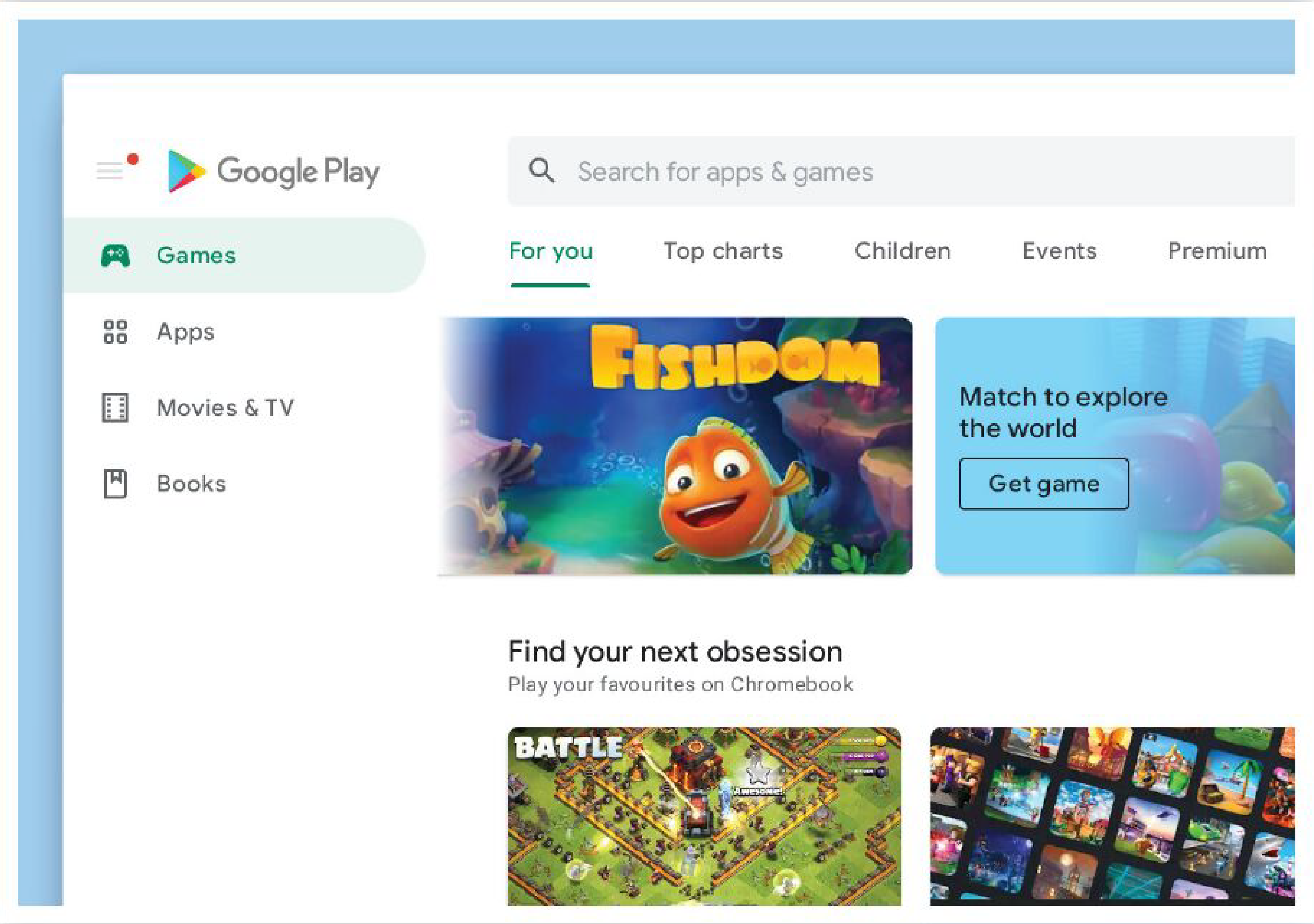
Installing Apps

www.xsava.xyz

Naturally, you're going to want to install more apps than the current, default selection. Thankfully, and thanks to some new features of Chrome OS, the task of installing new apps is exceedingly simple; especially since we can now use the Google Play Store.

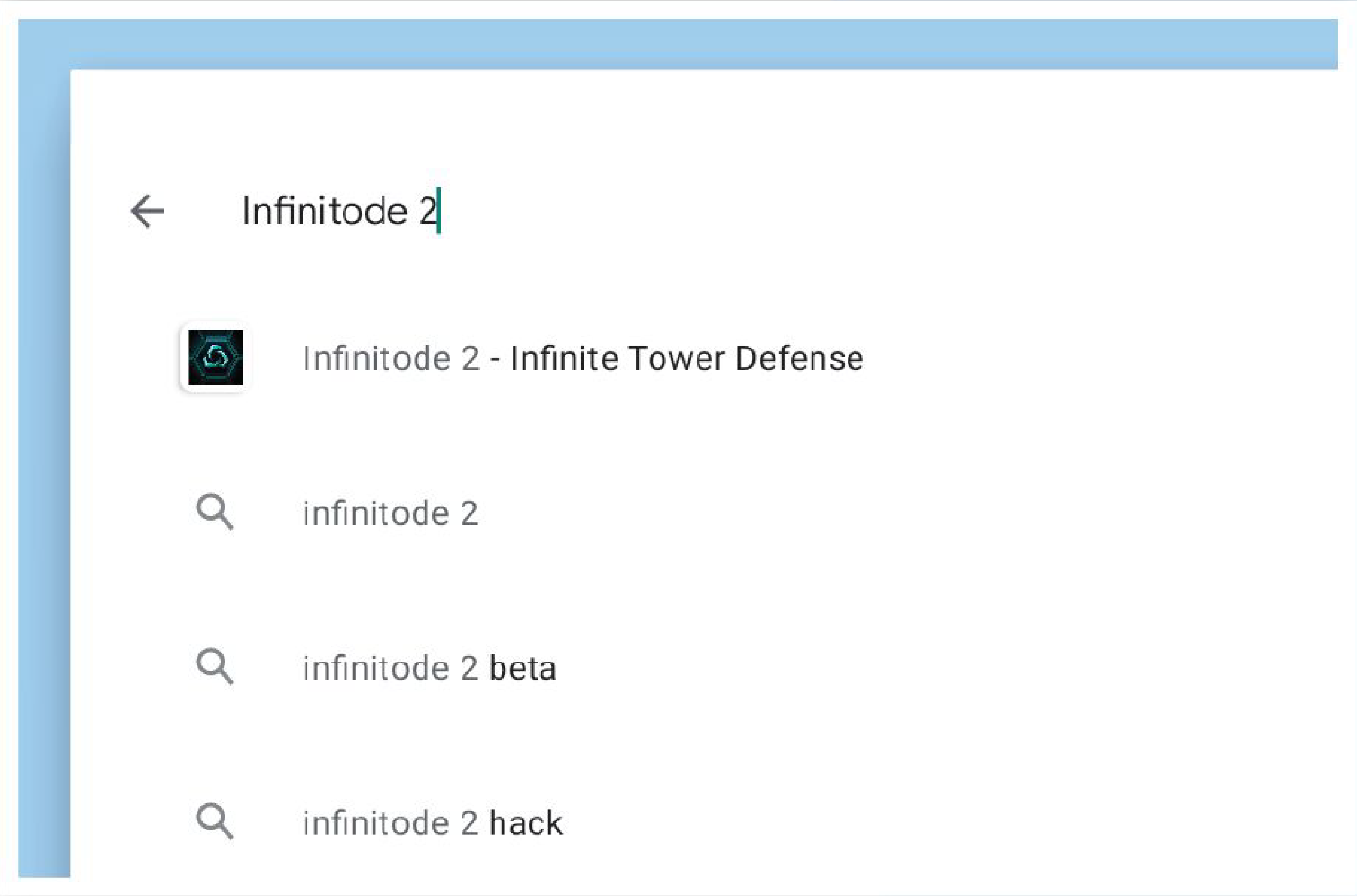
Step 1

❱ The only problem with install apps on a Chromebook is that you're spoiled for choice. Unless you specially know what app you want to install, you can find yourself dredging through the millions available. Start by locating the Google Play Store app on the Shelf.


Google Play
Search for apps & games
Games
Apps
Movies & TV
Books
For you
Top charts
Children
Events
Premium
FISHDOM
Match to explore the world
Get game
Find your next obsession
Play your favourites on Chromebook
BATTLE

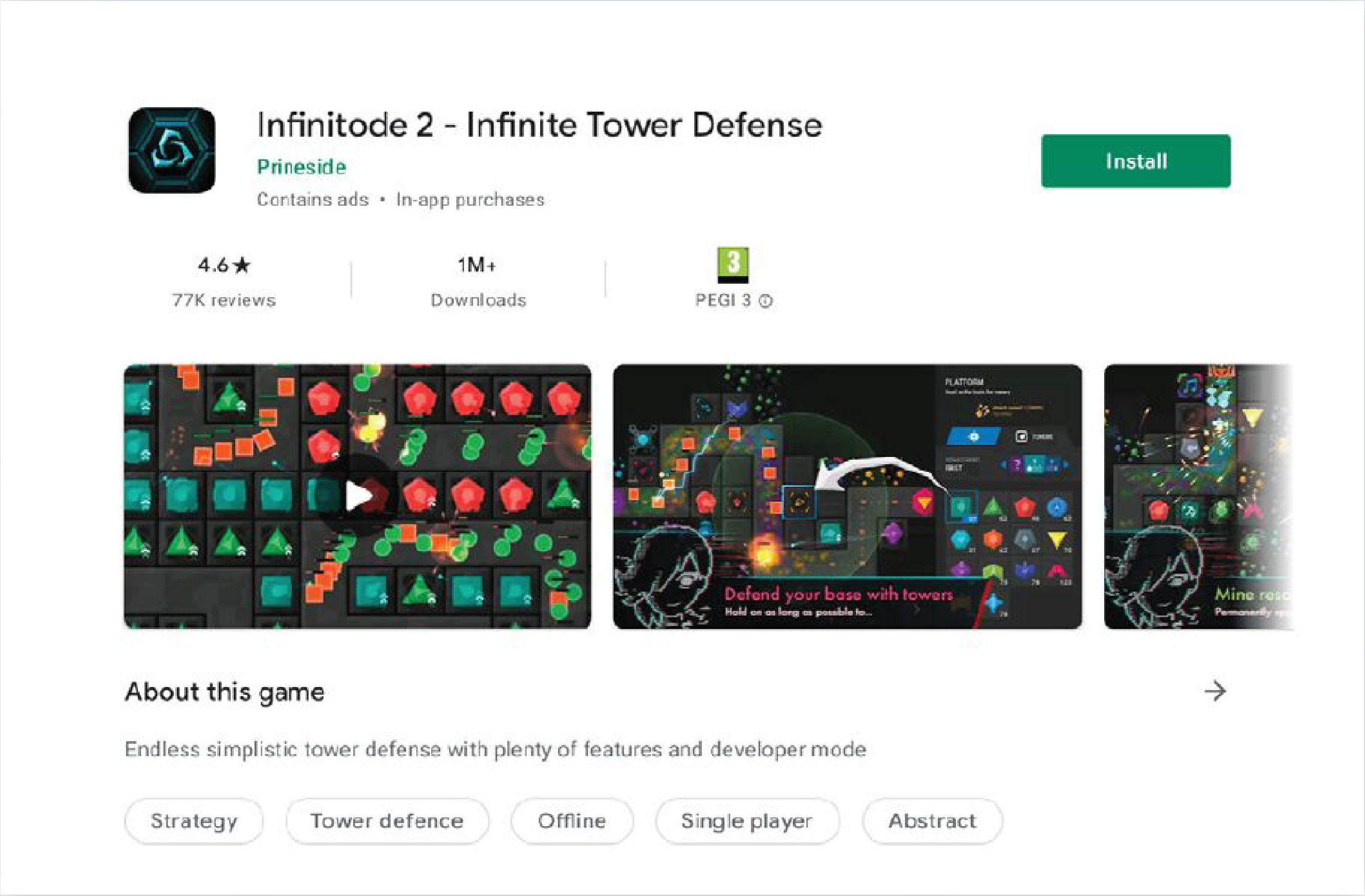
Step 2

❱ Let's install a game for our first example. In the Search bar in the Google Play Store open window, enter: Infinitode 2. Infinitode 2 is a great, new tower defence game from developer Prineside. Click on the first result in the search.


Infinitode 2
Infinitode 2 - Infinite Tower Defense
infinitode 2
infinitode 2 beta
infinitode 2 hack

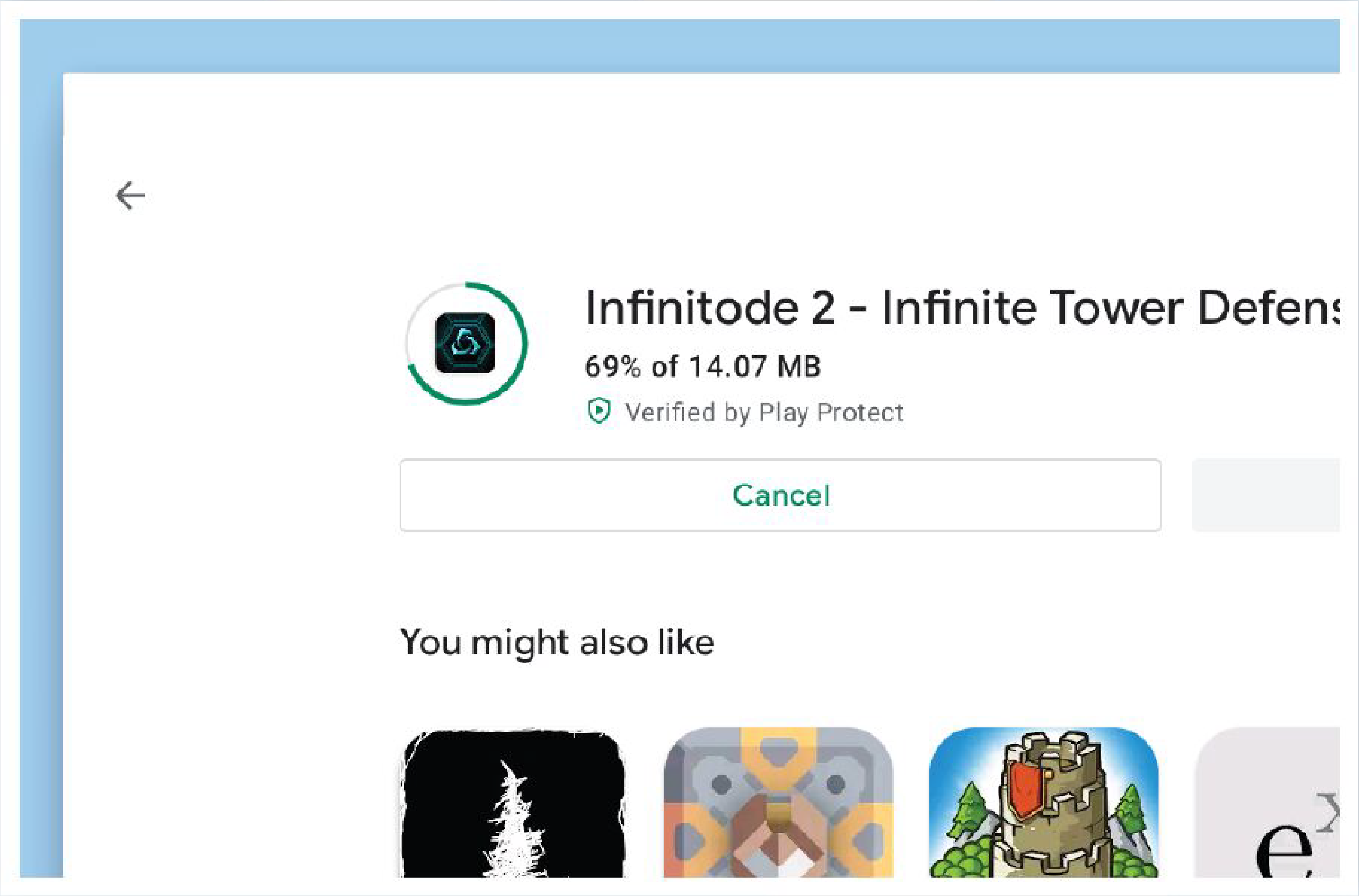
Step 3

❱ When you click on a result, such as we've done in Step 2, information regarding the app will be displayed, including screenshots, reviews, and details on the title itself. For now, though, we just want to install it. Click on the green Install button in the top-right of the Google Play Store window.


Infinitode 2 - Infinite Tower Defense
Prineside
Contains ads • In-app purchases
Install
4.6★
77K reviews
1M+
Downloads
PEGI 3
About this game
Endless simplistic tower defense with plenty of features and developer mode
Strategy
Tower defence
Offline
Single player
Abstract

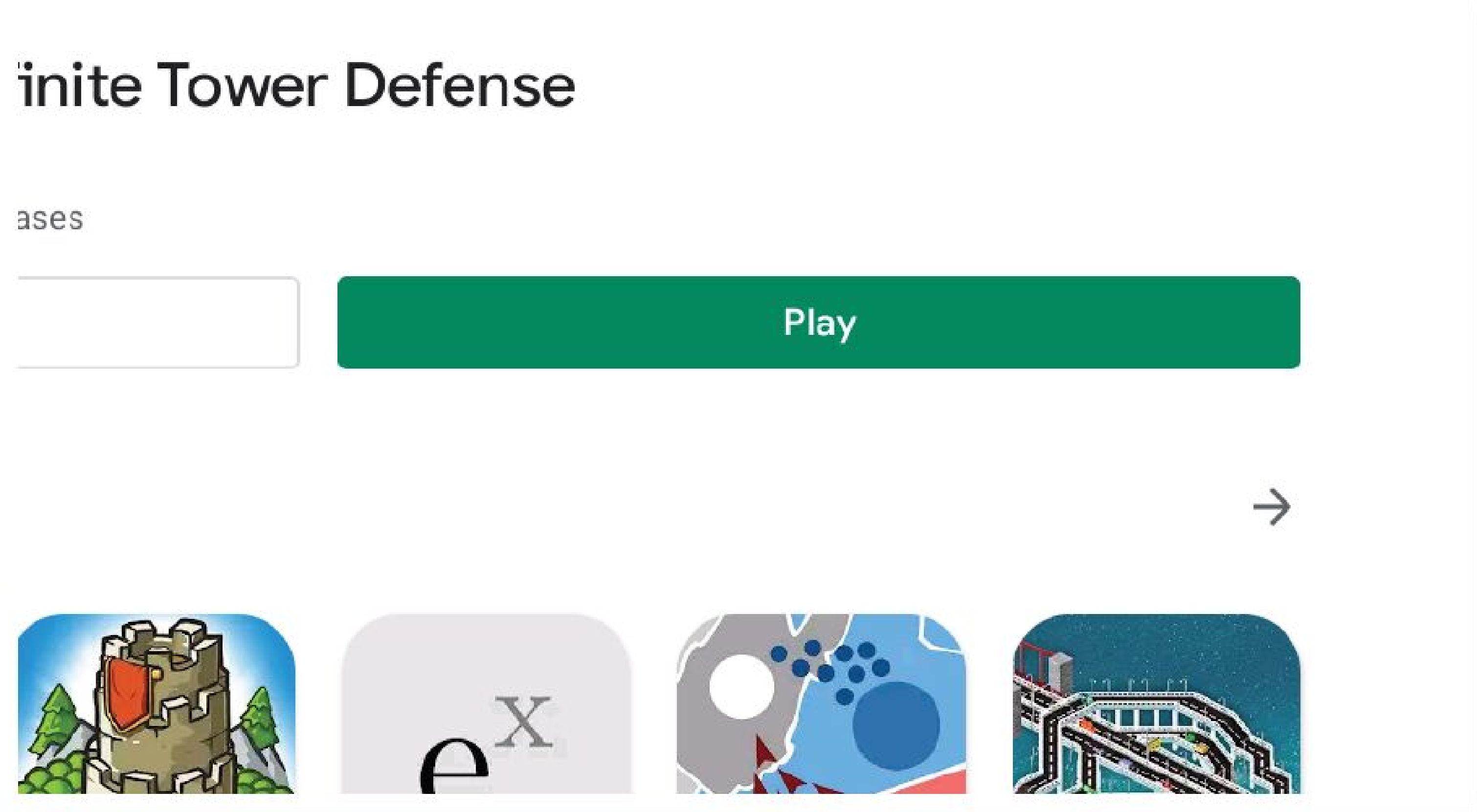
Step 4

❱ Installation can take anything from a few seconds to a few minutes; depending on your internet connection speed, and the size of the app you're installing. You'll get notifications as to how far into the process the install is, and when it's finally done.


Infinitode 2 - Infinite Tower Defens
69% of 14.07 MB
Verified by Play Protect
Cancel
You might also like

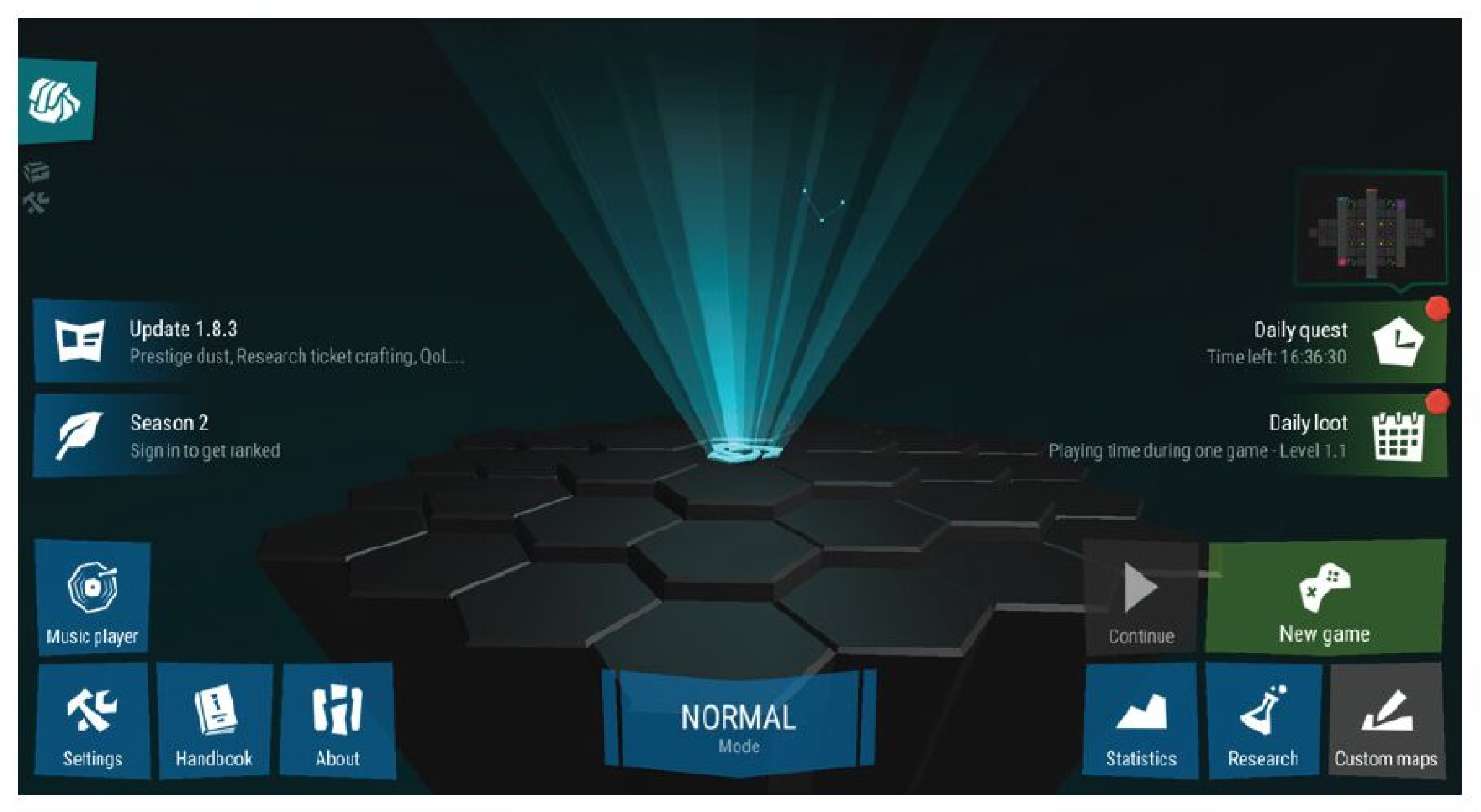
Step 5

With the app fully installed, the green button on the app's page in the Google Play Store will now change to Play. You can click the Play button to start the app. You'll notice that, unlike an app being used on an Android tablet or phone, a Chrome OS Android app is played in a full-screen window, since it's being emulated.


inite Tower Defense
ases
Play

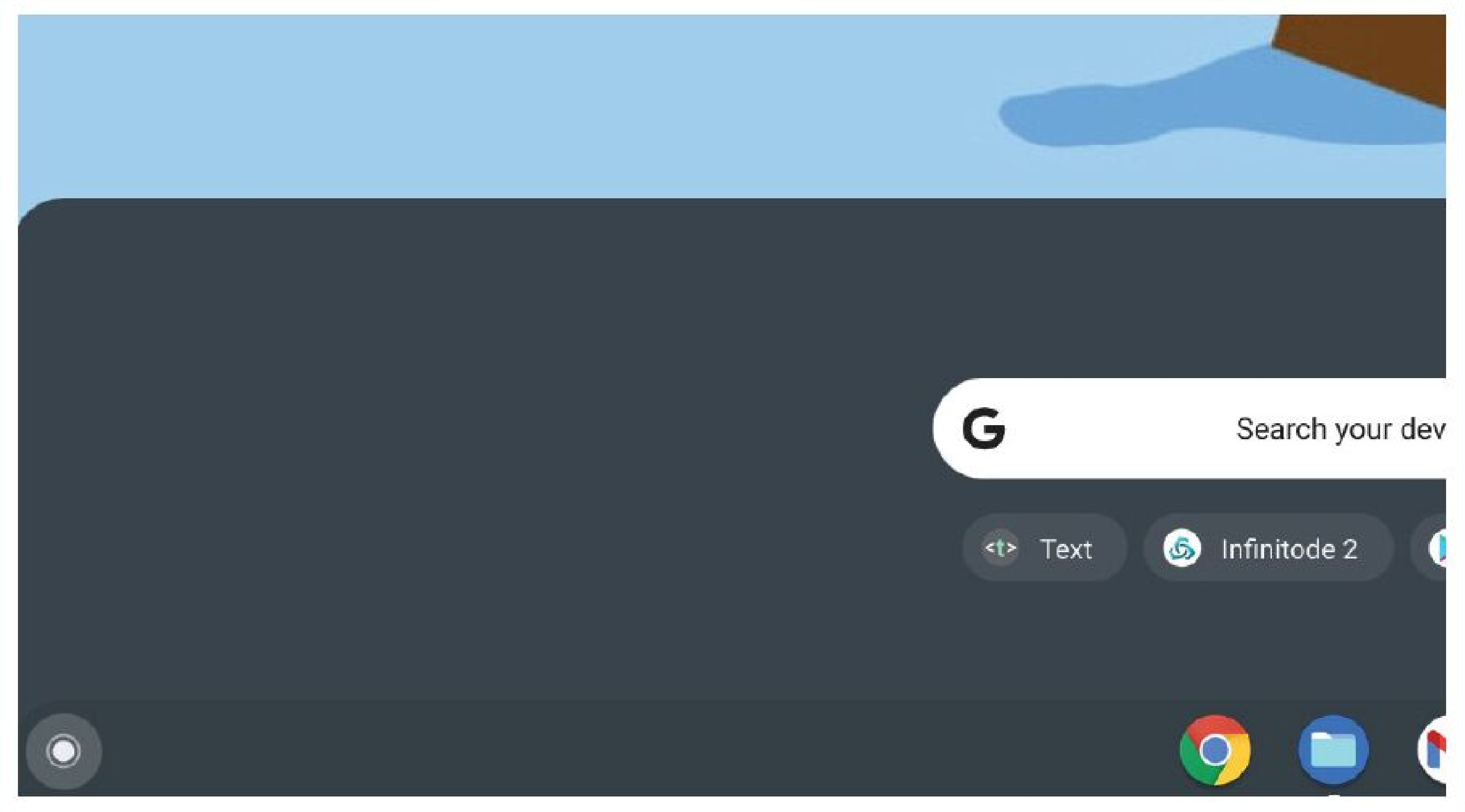
Step 6

You'll find that most Android-native apps from the Google Play Store will work seamlessly on the Chromebook. However, some of them may not appear on-screen in the way they were originally intended. This is due to the fact that many apps are designed specifically for a phone or tablet, not the screen size of a Chromebook. Infinitode 2, however, works perfectly.


Update 1.8.3
Season 2
Sign in to get ranked
Daily quest
Daily loot
Music player
Settings
Handbook
About
NORMAL
Mode
Continue
New game
Statistics
Research
Custom maps

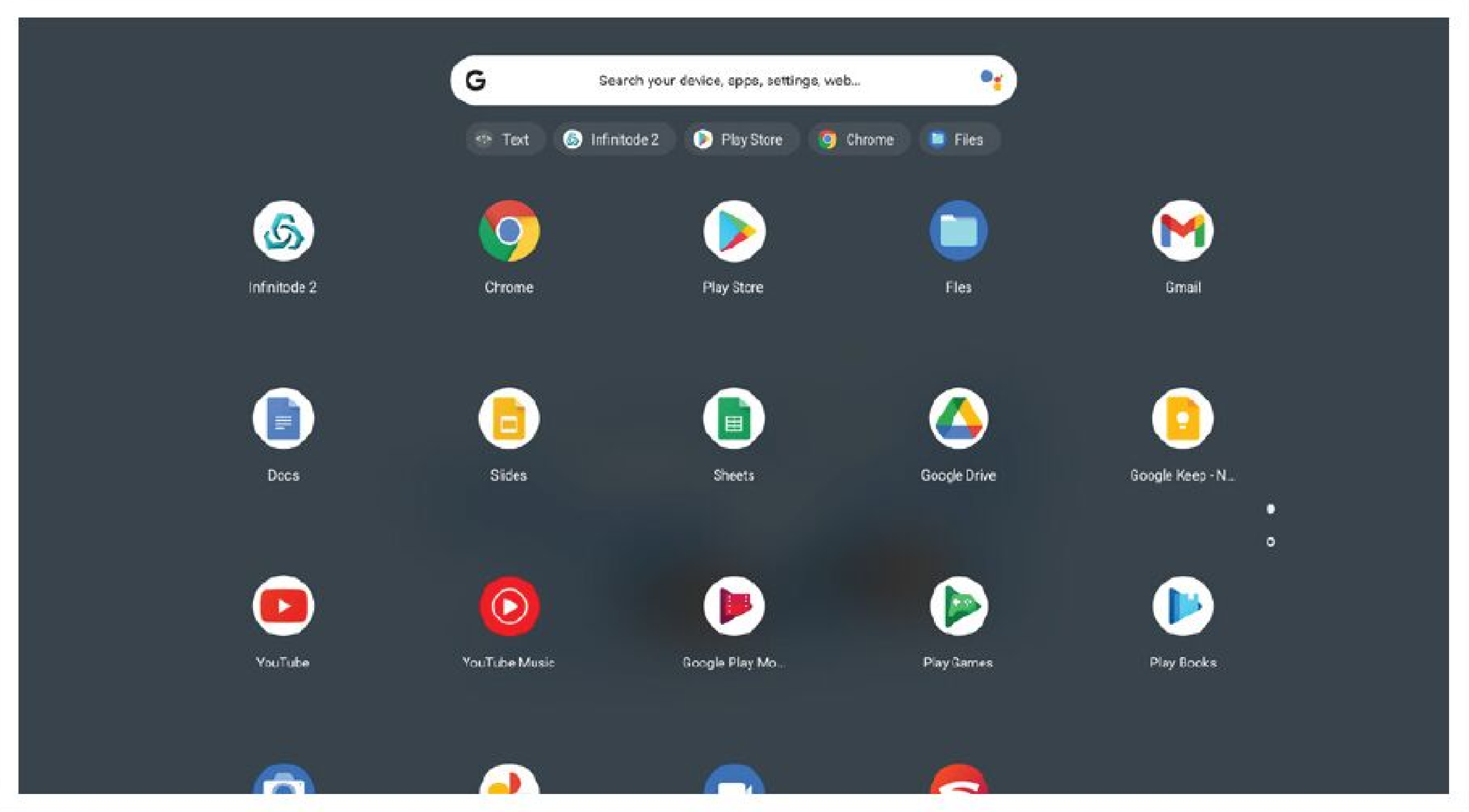
Step 7

Newly installed apps don't default to the Chrome OS Shelf, you'll need to go hunting for them yourself. You can use 'Ok Google…' to open the app in question, or you can click the Launcher icon (in the bottom left of the desktop), then click the up-pointing arrow to display all the currently installed apps.


Search your dev
Text
Infinitode 2

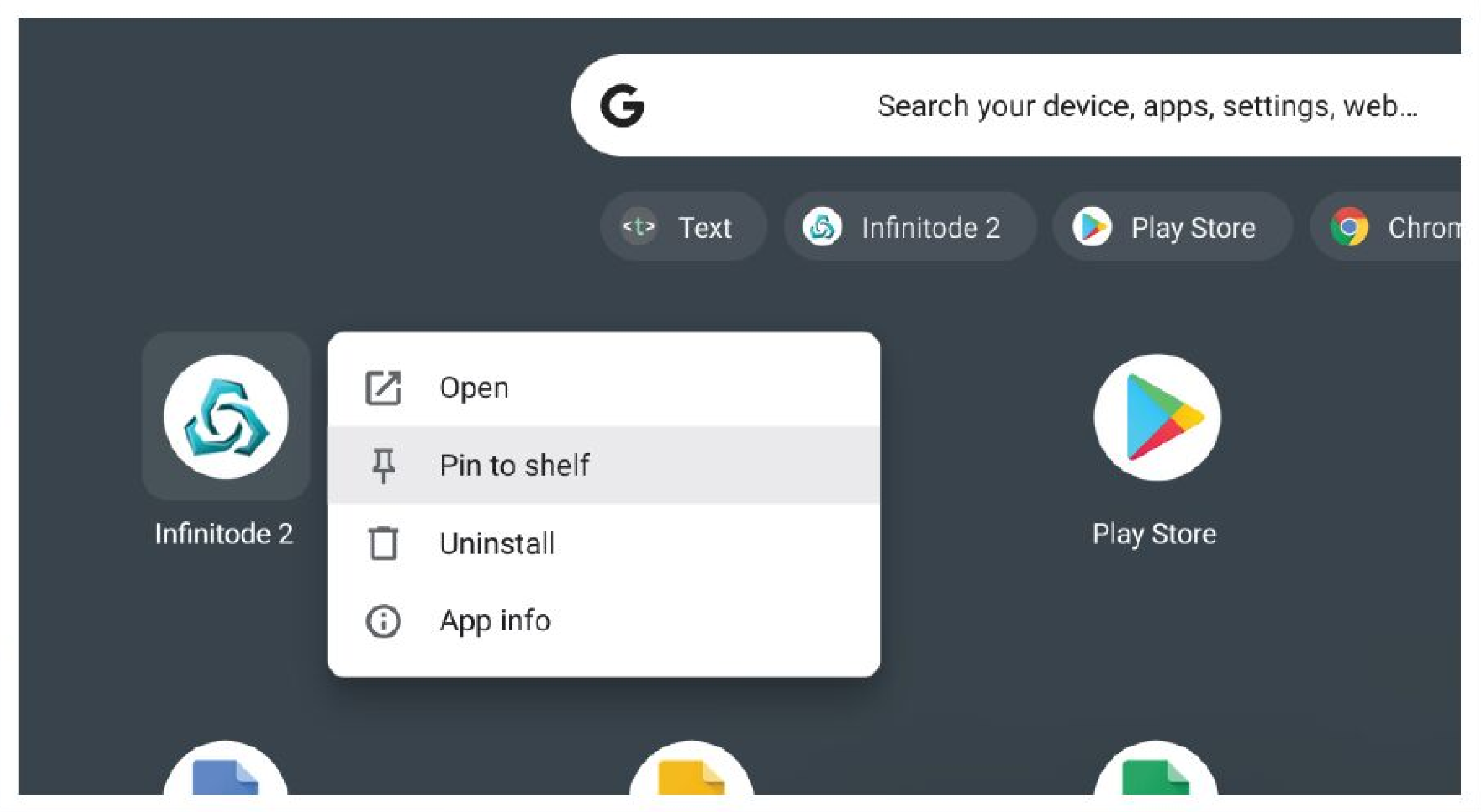
Step 8

This new window lists all the installed and available apps on the Chromebook. By default, there are two pages, so you'll need to scroll down to view the second page. The app you've just installed should be first in the list, but we've often seen some apps appearing last. Either way, it'll be in here.


Infinitode 2
Chrome
Play Store
Files
Gmail
Docs
Slides
Sheets
Google Drive
Google Keep - N...
YouTube
YouTube Music
Google Play Mo...
Play Games
Play Books

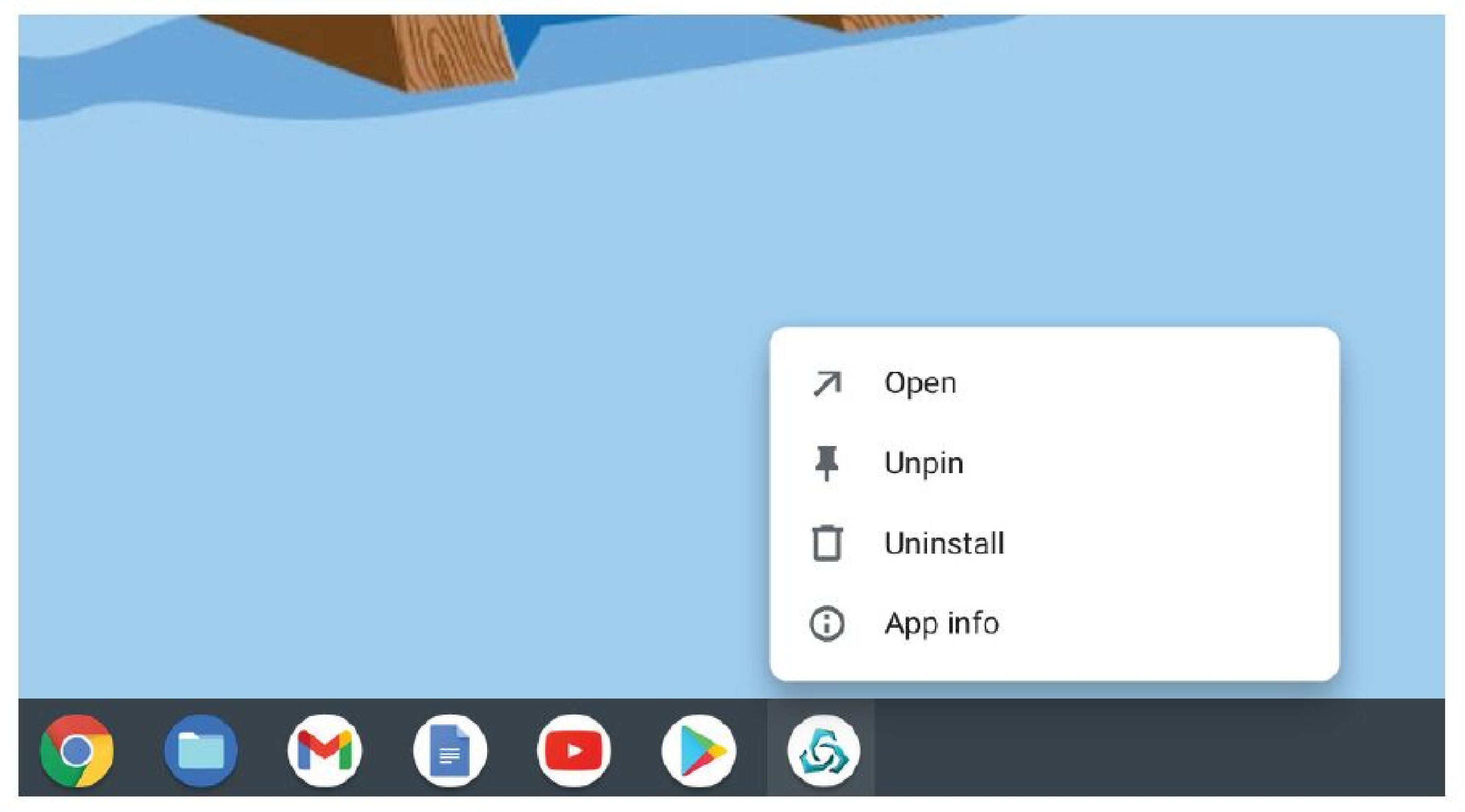
Step 9

Opening apps via the Launcher is perfectly fine, especially if you want to keep the Chrome OS Shelf clean and clutter-free. If, though, you'd prefer the app to be available via the Shelf, then, with the full-screen Launcher open, two-finger tap and hold (the equivalent of a right-click) to bring up the context menu, and select Pin to Shelf.


Search your device, apps, settings, web...
Text
Infinitode 2
Play Store
Chrom
Open
Pin to shelf
Uninstall
App info
Infinitode 2
Play Store

Step 10

As you can see, the installed example app, Infinitode 2, is now added to the Shelf. You can tap and hold the app icon, then gently move it along the Shelf to a new position if you want. You can also two-finger tap and hold, and select Unpin to remove it from the Shelf if things are beginning to get cluttered.

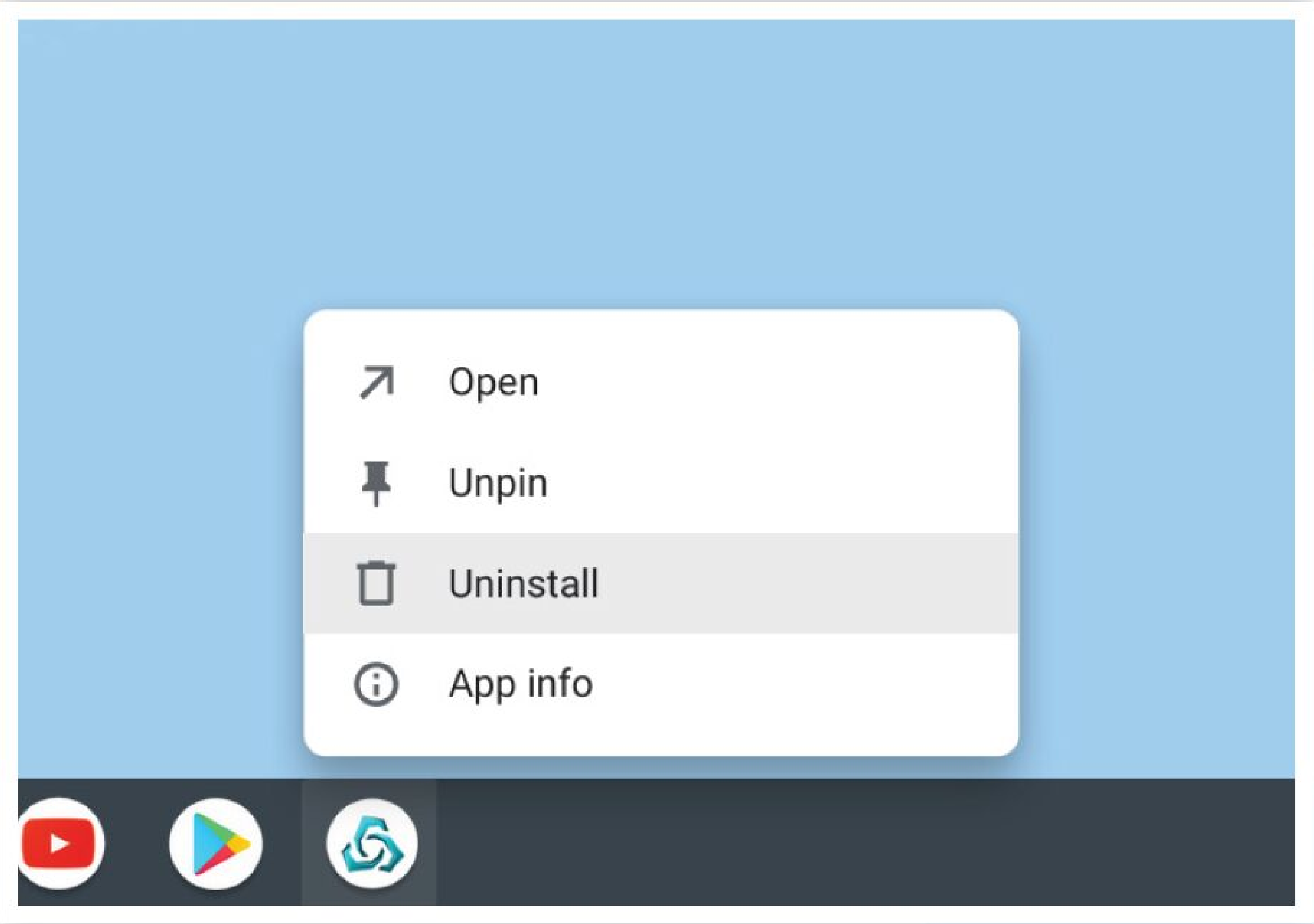

Open
Unpin
Uninstall
App info

Removing Apps

We've all been there, installed an app that looked interesting only to find that it's a complete waste of space. Removing, or uninstalling if you prefer, an app is as easy as installing one on Chrome OS. There are several ways it can be done, so let's have a look at them.

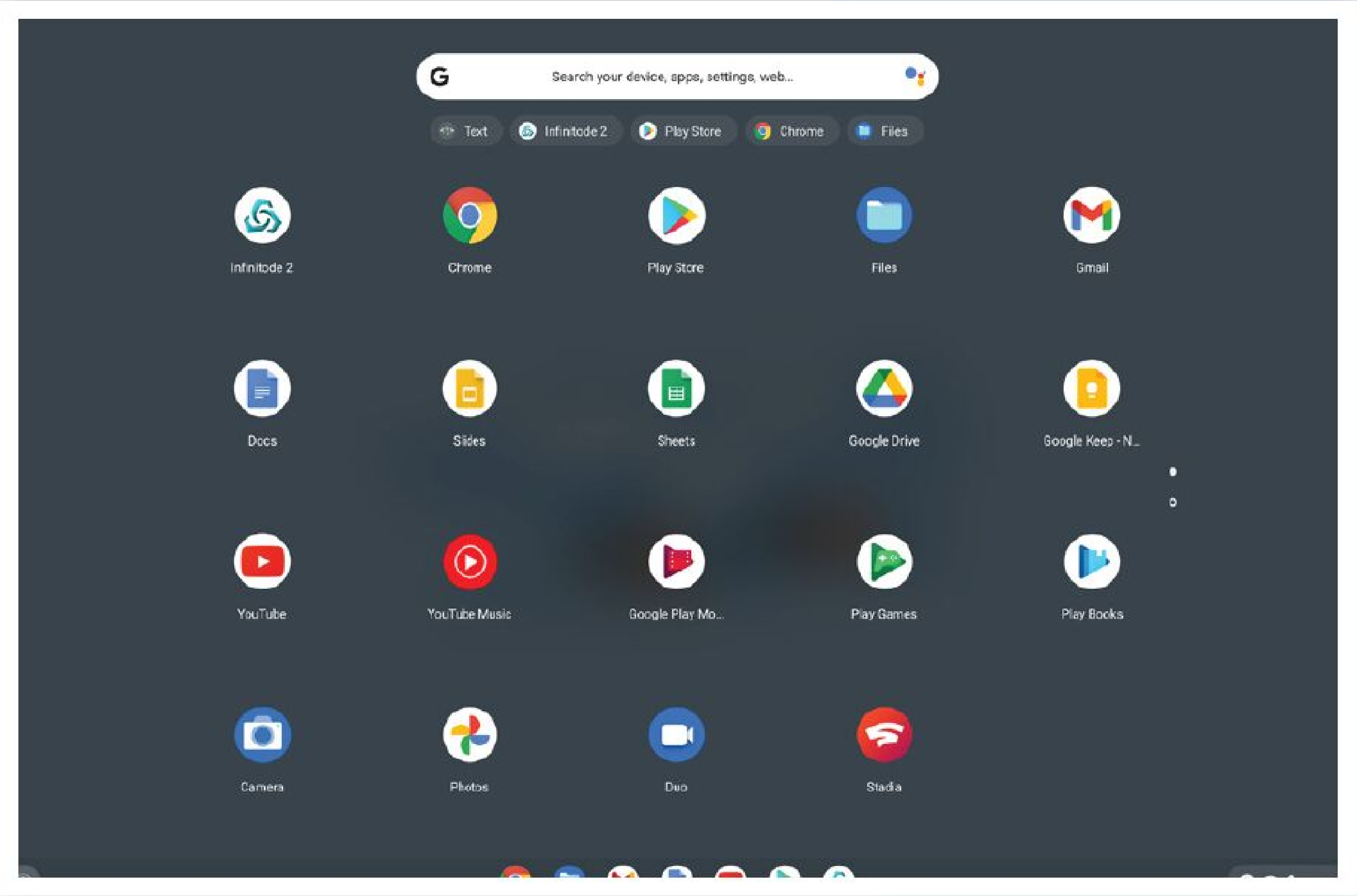
Step 1

› One of the easiest ways to remove an existing app that's currently located on the Shelf, is to simply two-finger tap and hold, then from the context menu that pops up select Uninstall. This is unobtrusively remove the app from your Chromebook.


Open
Unpin
Uninstall
App info

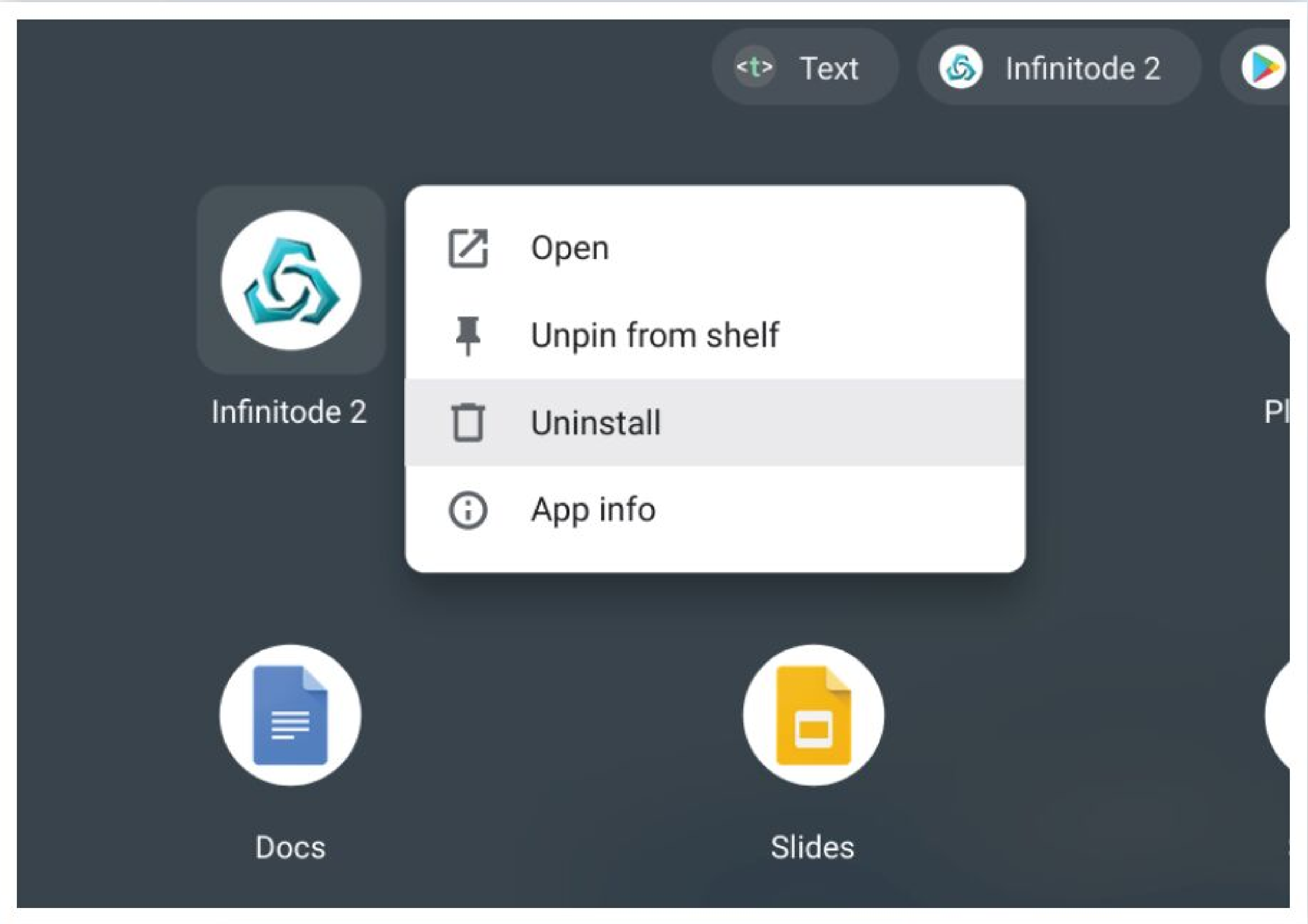
Step 2

› If, however, the app you want to remove isn't located on the Shelf. Click on the Launcher in the bottom-left of the desktop, followed by the up-pointing arrow to bring up the full-screen list of all the available apps installed on the Chromebook.


Search your device, apps, settings, web...
Text
Infinitode 2
Play Store
Chrome
Files
Infinitode 2
Chrome
Play Store
Files
Gmail
Docs
Slides
Sheets
Google Drive
Google Keep - N...
YouTube
YouTube Music
Google Play Mo...
Play Games
Play Books
Camera
Photos
Duo
Stadia

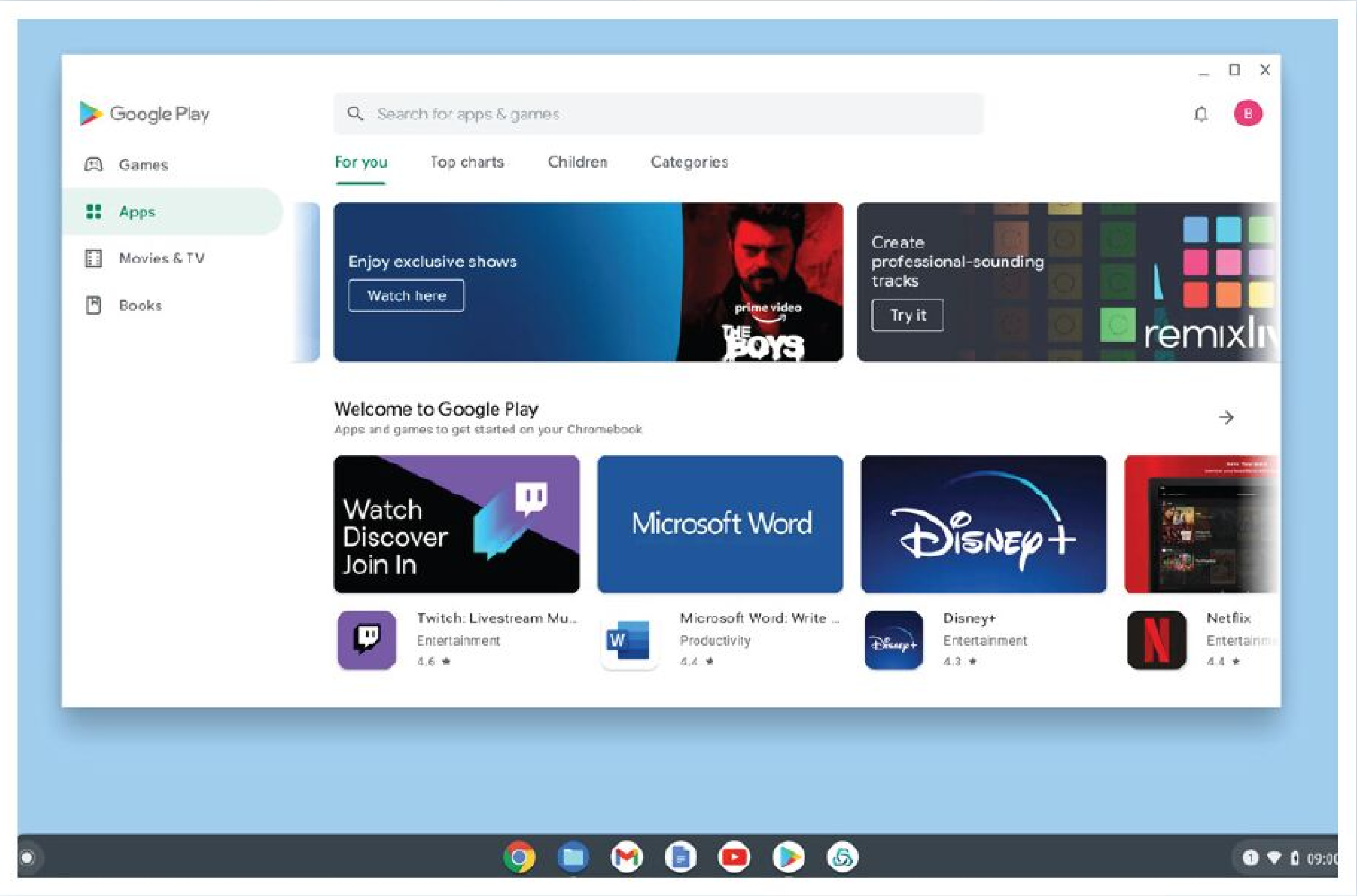
Step 3

› From the list of apps, locate the one you want to remove. Then, as with Step 1, two-finger tap and hold to bring up the context menu, and from the list select Uninstall. This will, as previously mentioned, remove the app from the system.


Text
Infinitode 2
Open
Unpin from shelf
Uninstall
App info
Infinitode 2
Docs
Slides

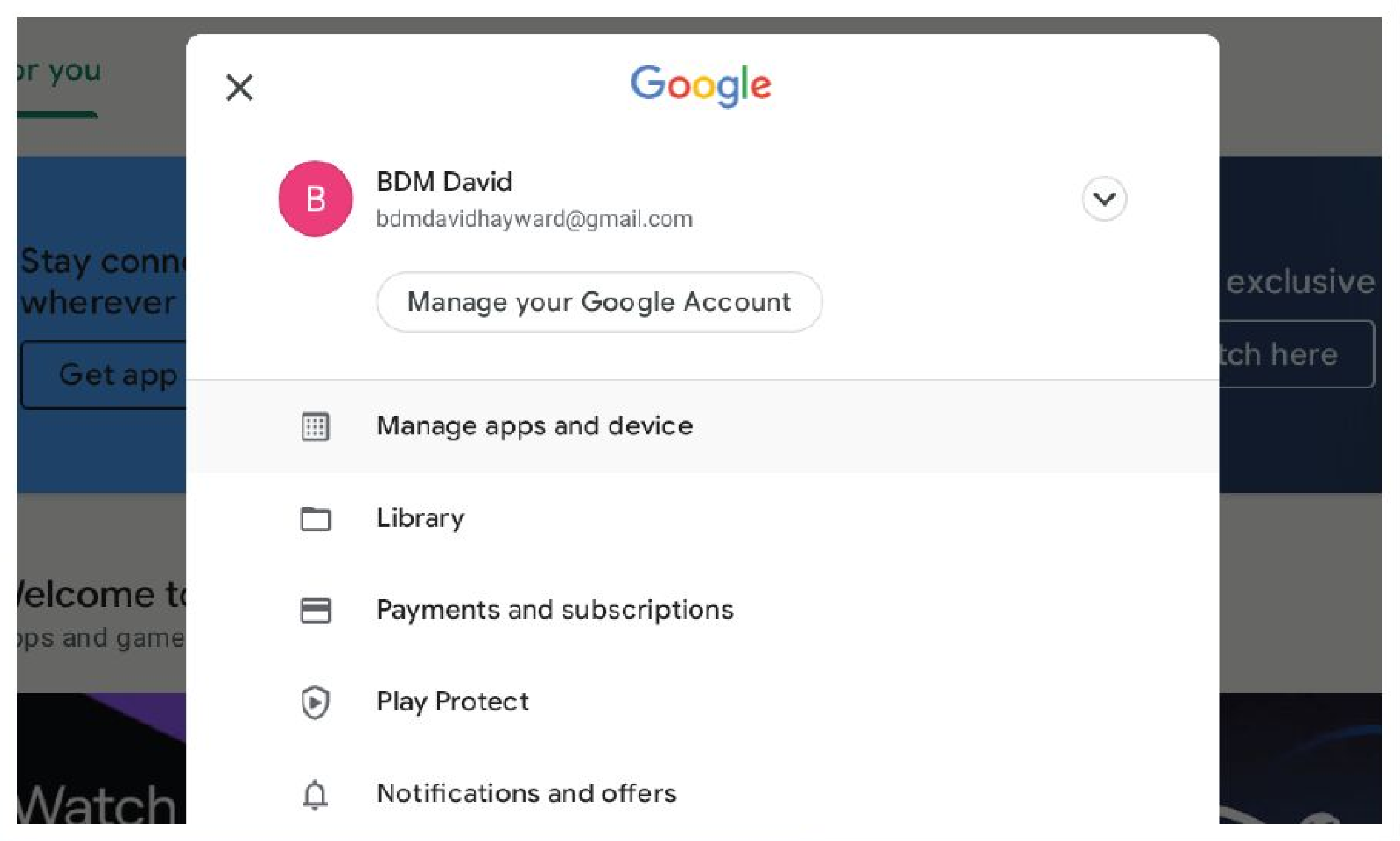
Step 4

› Another way to remove an installed app is to open the Google Play Store (by default, located on the Shelf). From within the Google Play Store, click on your Google Account icon, found in the upper-right corner of the Play Store window.


Google Play
Search for apps & games
Games
Apps
Movies & TV
Books
For you
Top charts
Children
Categories
Enjoy exclusive shows
Watch here
Create professional-sounding tracks
Try it
remixlı
Welcome to Google Play
Apps and games to get started on your Chromebook
Watch
Discover
Join In
Microsoft Word
Disney+
Twitch: Livestream Mu...
Microsoft Word: Write ...
Disney+
Netflix

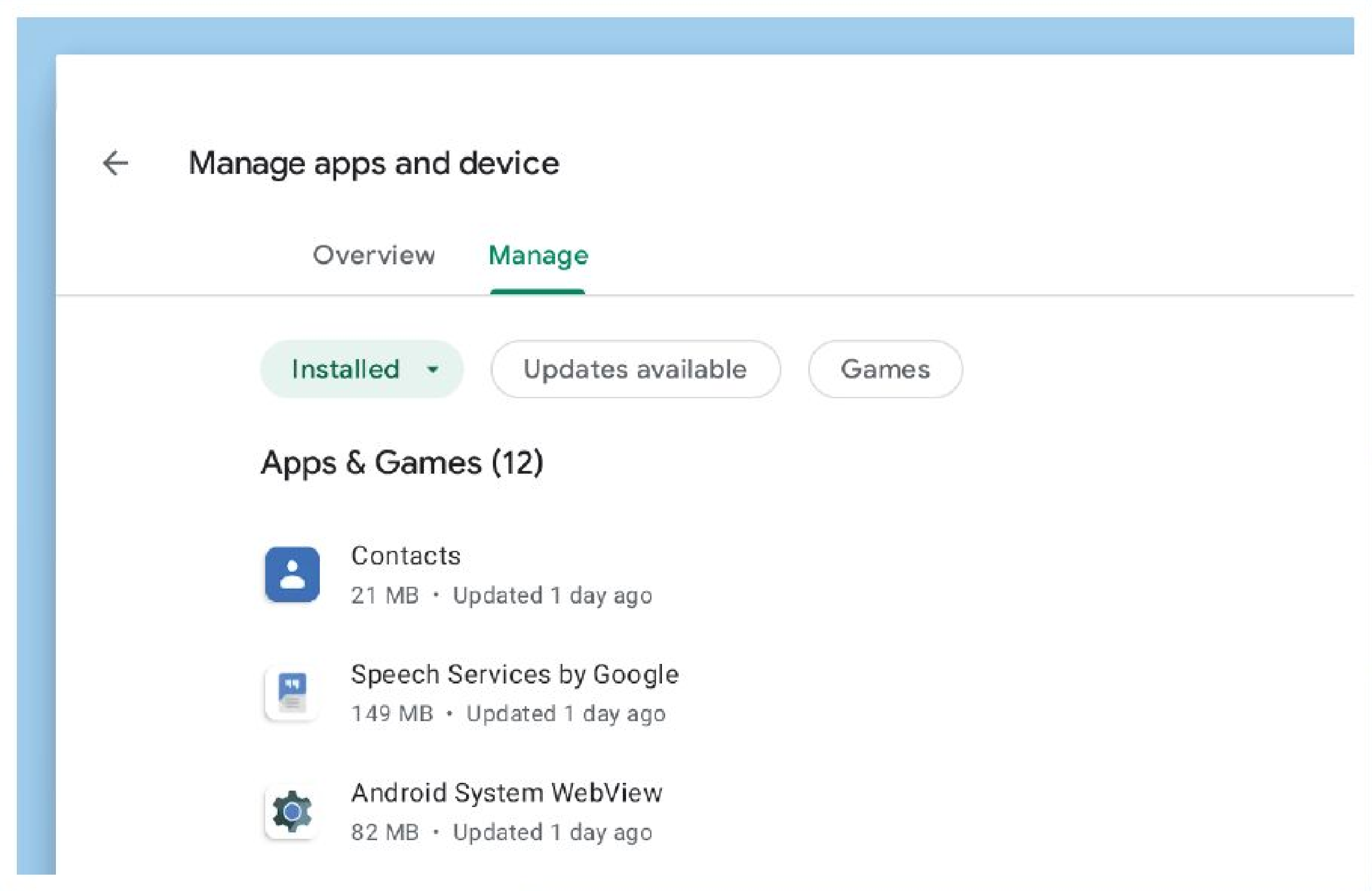
Step 5

❱ Clicking your Google Account icon will bring up a new pop-up window, with several options available. These options can control all aspects of your Google Account across all devices, which includes payments and subscriptions, as well as local device specifics, such as the removal of installed apps.


Google
BDM David
bdmdavidhayward@gmail.com
Manage your Google Account
Manage apps and device
Library
Payments and subscriptions
Play Protect
Notifications and offers

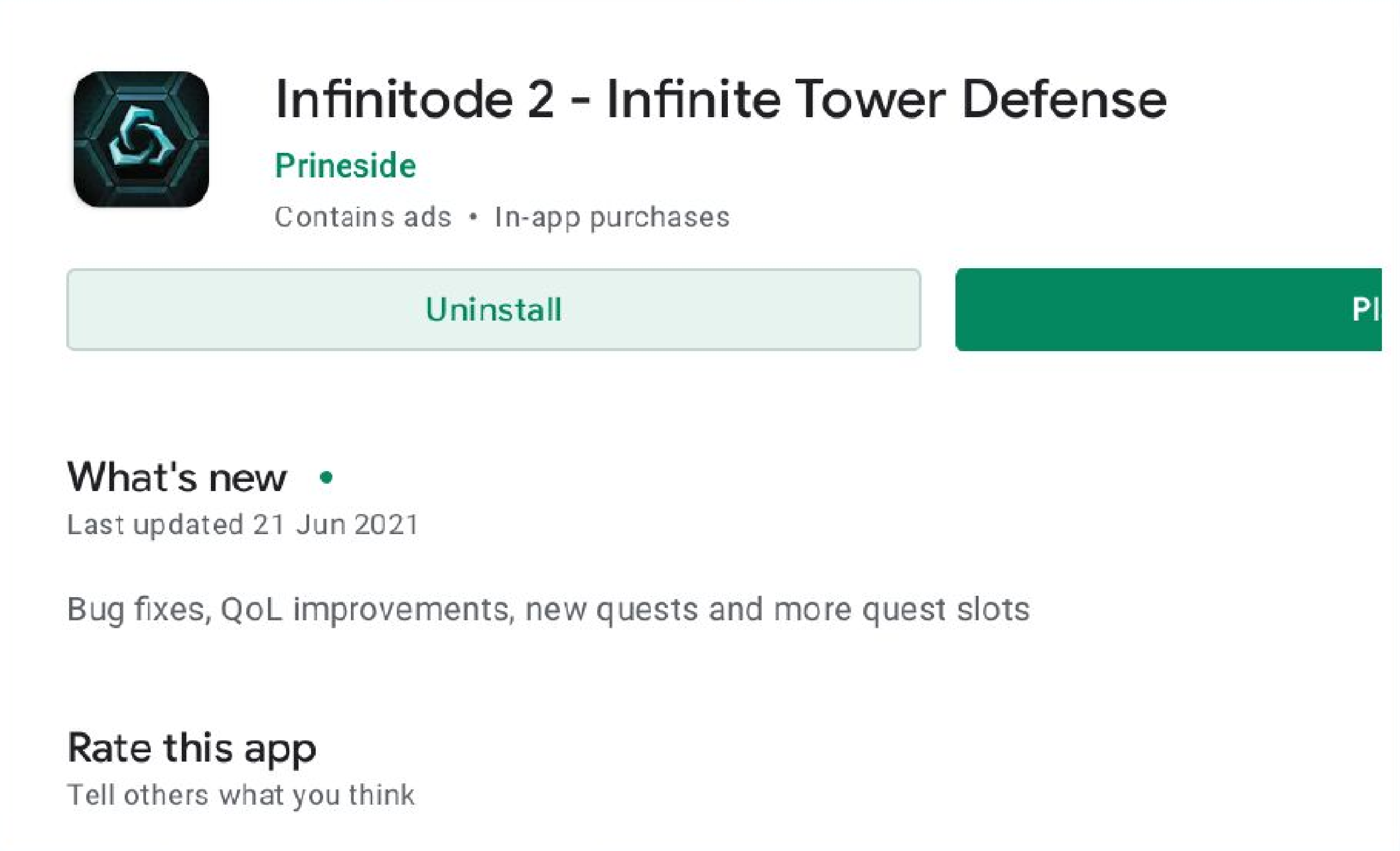
Step 6

❱ With the options from the pop-up window available, select Manage apps and device. This opens a separate window, with the default Overview tab selected. Click on the other tab, Manage, to bring up a list of the installed Apps & Games on the Chromebook.


Manage apps and device
Overview
Manage
Installed
Updates available
Games
Apps & Games (12)
Contacts
21 MB • Updated 1 day ago
Speech Services by Google
149 MB • Updated 1 day ago
Android System WebView
82 MB • Updated 1 day ago

Step 7

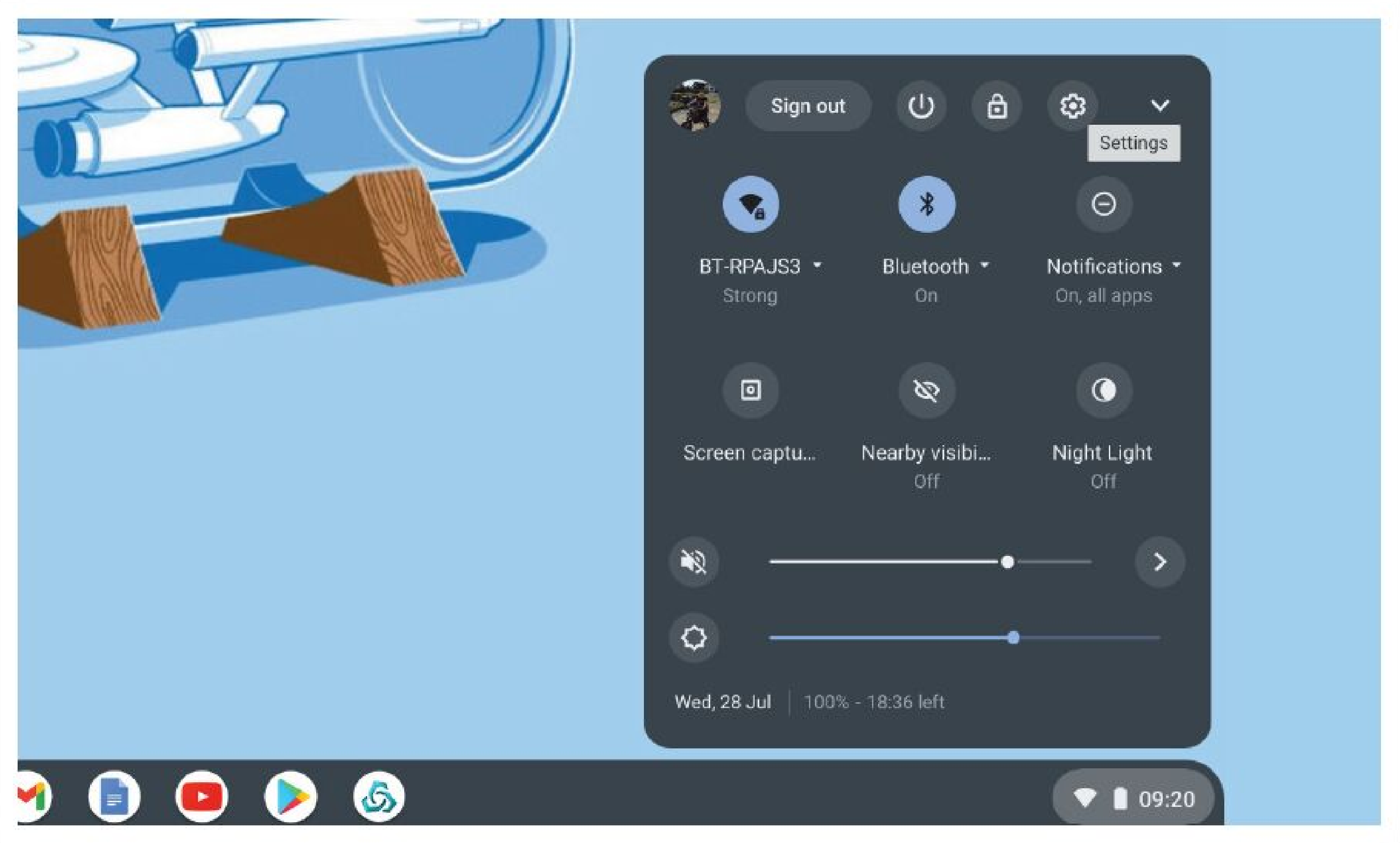
❱ Scroll down the list until you find the app you want to remove. Click on it, and from the displayed information regarding the app, click on the Uninstall button.


Infinitode 2 - Infinite Tower Defense
Prineside
Contains ads • In-app purchases
Uninstall
What's new
Last updated 21 Jun 2021
Rate this app
Tell others what you think

Bug fixes, QoL improvements, new quests and more quest slots

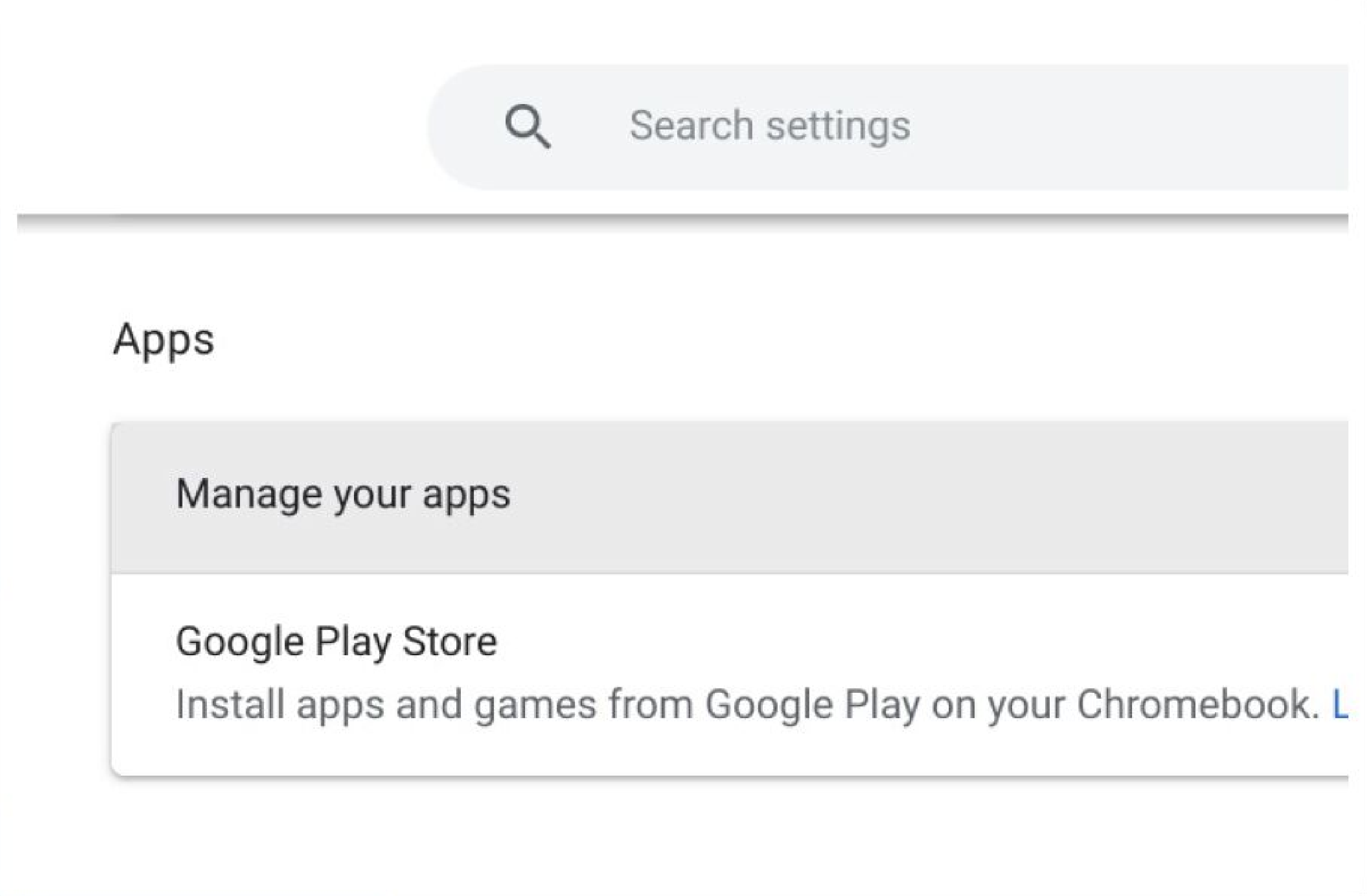
Step 8

❱ One final method to remove an app is to click on the power, Wifi and time icons in the bottom-right of the desktop, then look for cog icon, and click it to open the Chrome OS Setting page.


Sign out
Settings
BT-RPAJS3
Strong
Bluetooth
On
Notifications
On, all apps
Screen captu...
Nearby visibi...
Off
Night Light
Off
Wed, 28 Jul
100% - 18:36 left
09:20

Step 9

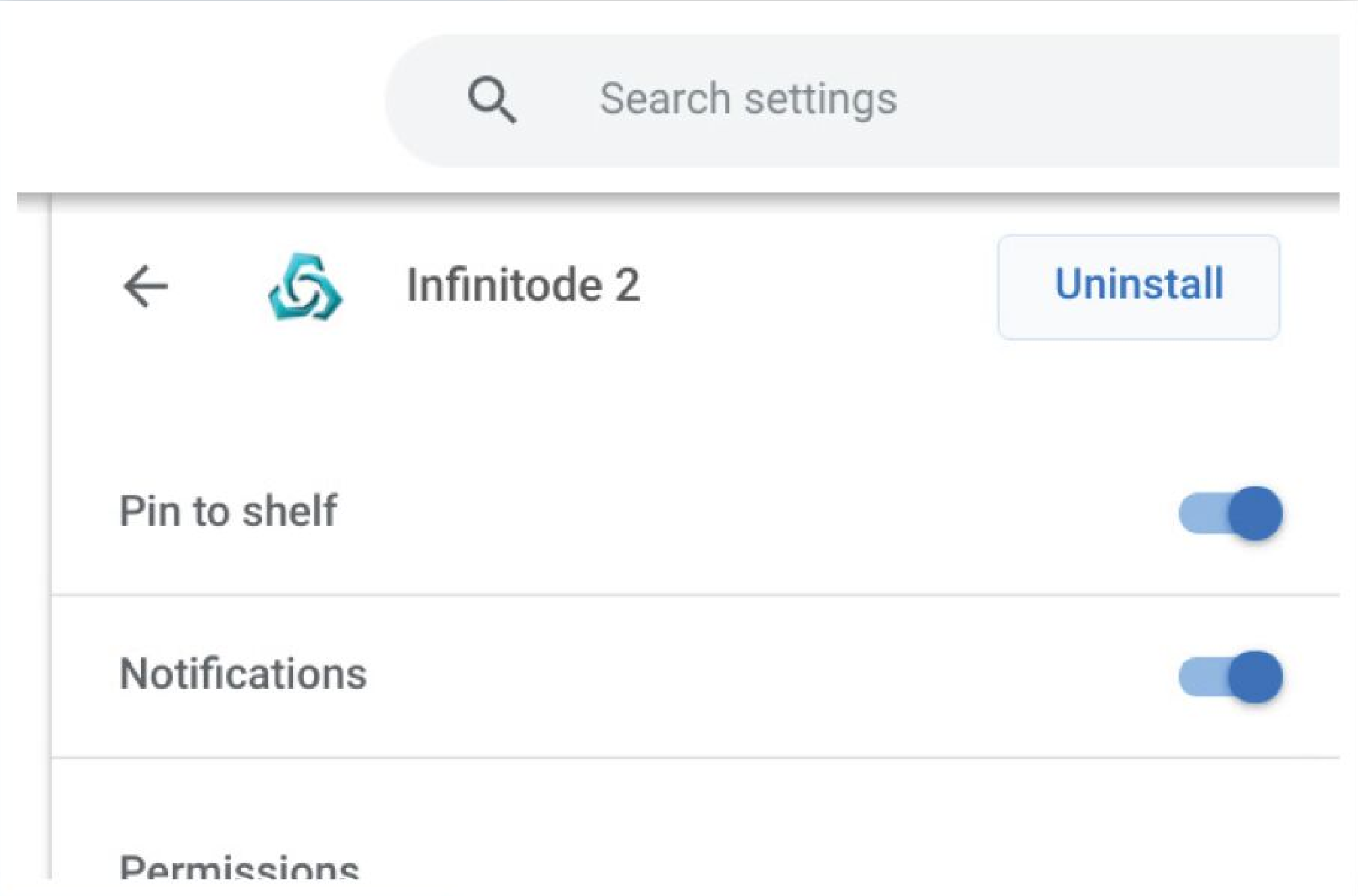
❱ From the Chrome OS Settings page, look to the list on the left-hand pane, and locate the Apps entry. Click it, and the main pane view will change and display two available options: Manage your apps, and Google Play Store. Select the Manage your apps option.


Search settings
Apps
Manage your apps
Google Play Store

Install apps and games from Google Play on your Chromebook.

Step 10

❱ In here you'll see a list of all the all installed apps on the system. Scroll down through the list until you find the app you want to remove. Click the app in question, then from the new view, click on the Uninstall button.

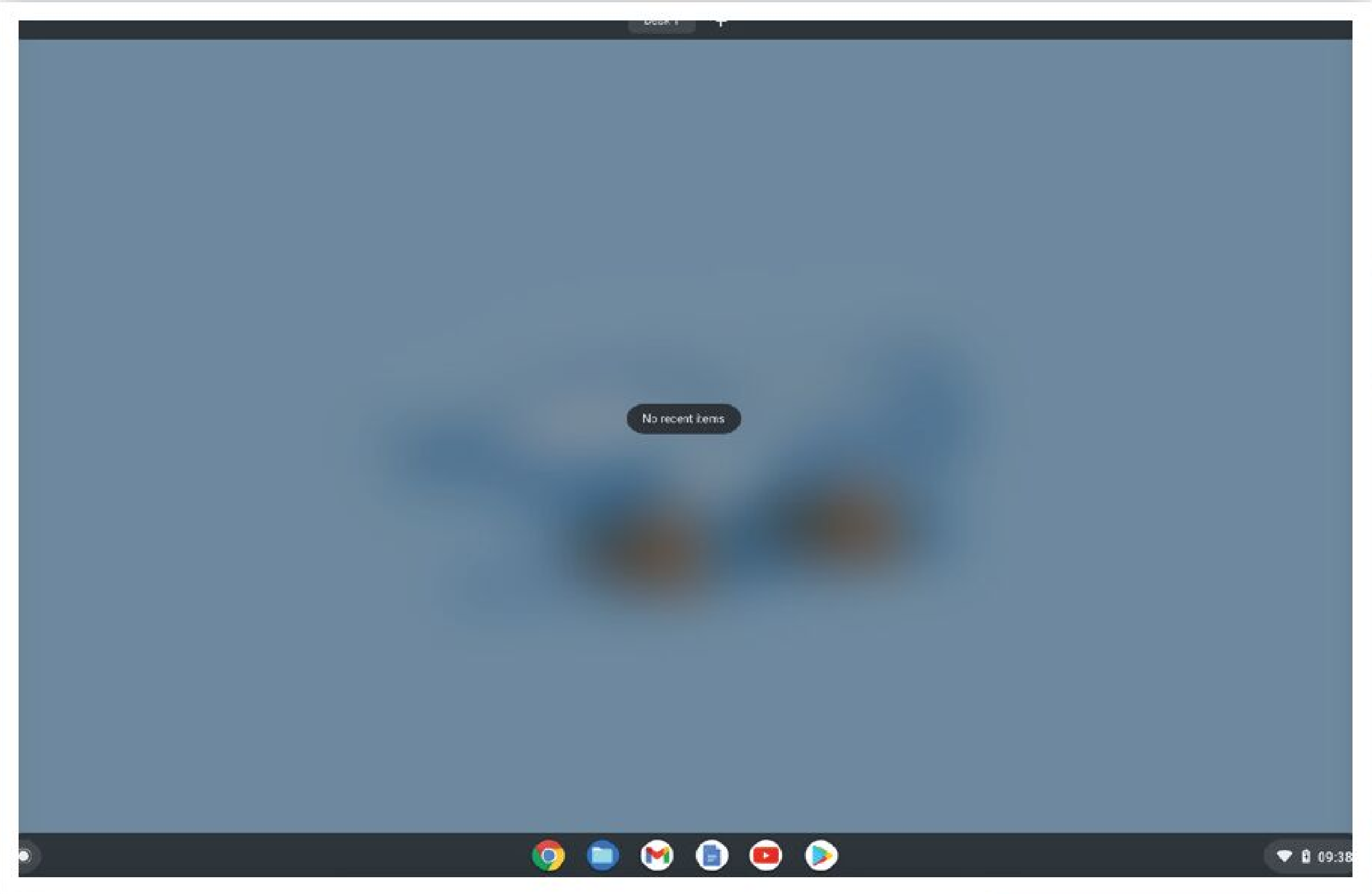

Search settings
Infinitode 2
Uninstall
Pin to shelf
Notifications
Permissions

Using Desks

Desks isa technology that's used in most modern operating systems. Essentially, it's a multi-tasking aid that enables you to create multiple virtual desktops, so you can separate work from personal, coding from word processing, and so on. Here's how to get the most from them.

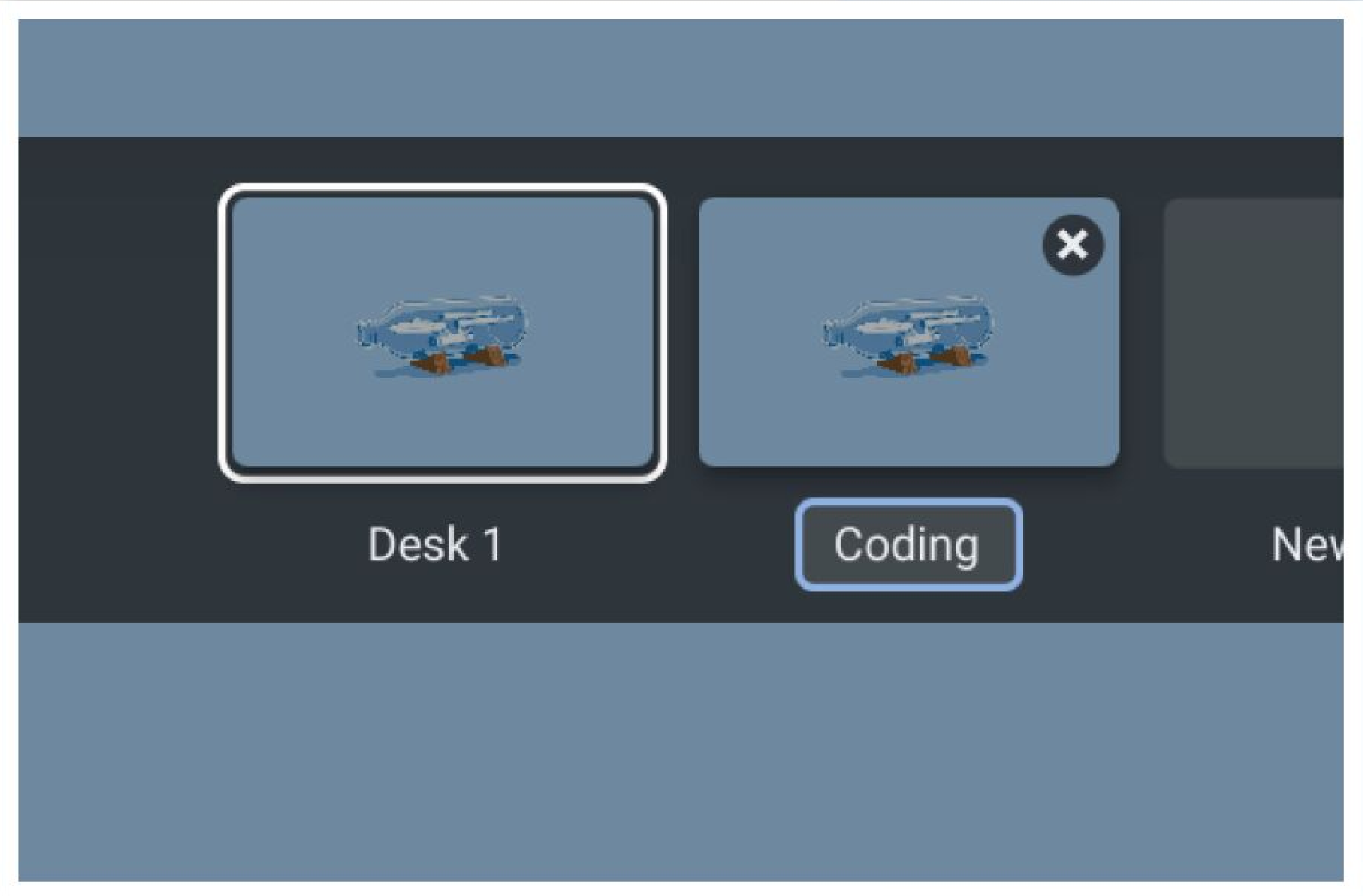
Step 1

❱ The quickest way to create a new Desk is to simply locate, and press the Show Windows key on your Chromebook (the one that looks like:). This will display all the currently open desktops and windows.



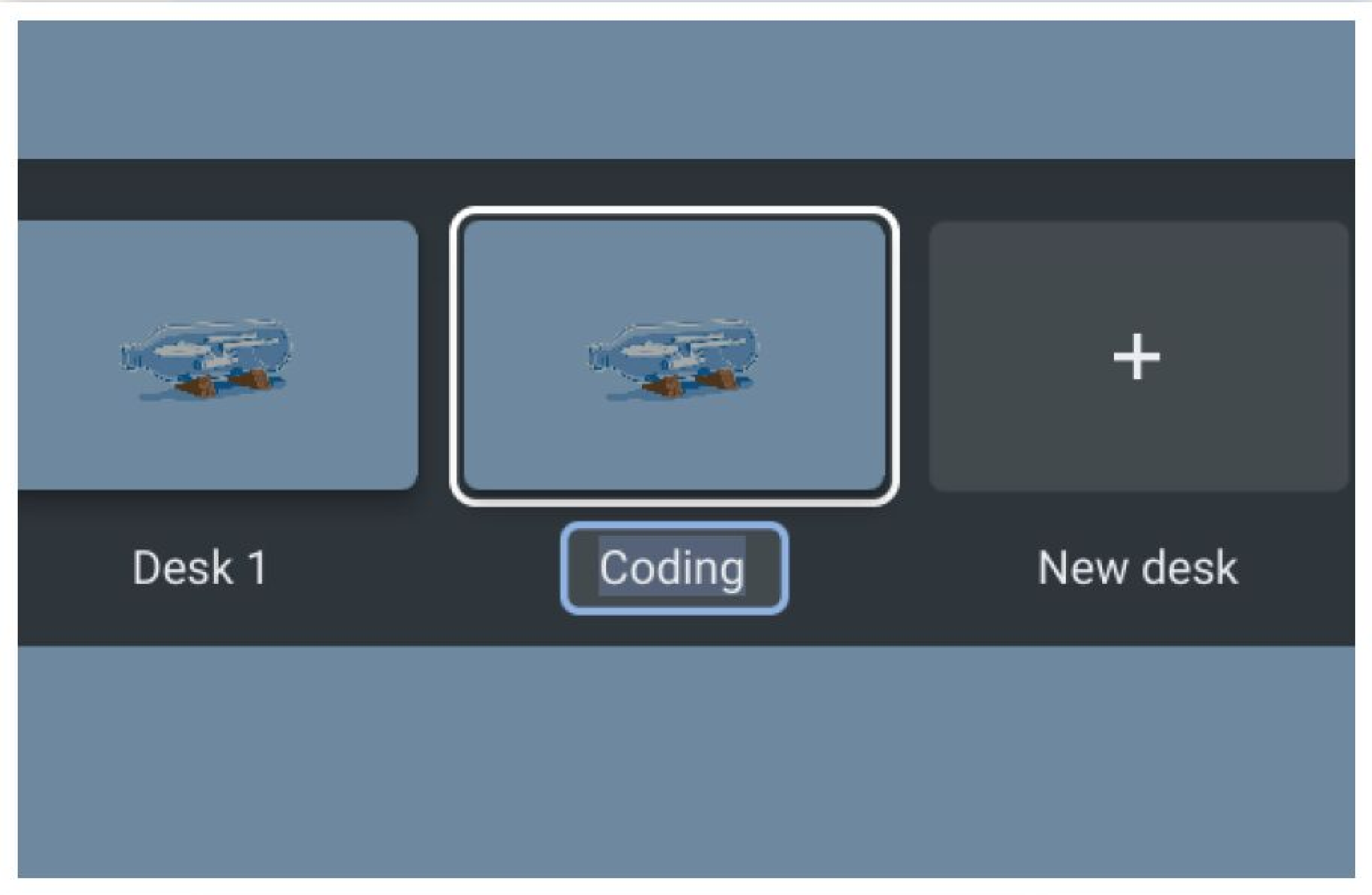
Step 2

❱ Look to the top of the screen, you'll see a button labelled 'Desk 1' and a plus icon to the right of it. Click on the plus icon, and this will create a brand-new Desk. You'll be given the option to name the new Desk, so call it whatever you want; we've called ours 'Coding' for this example.



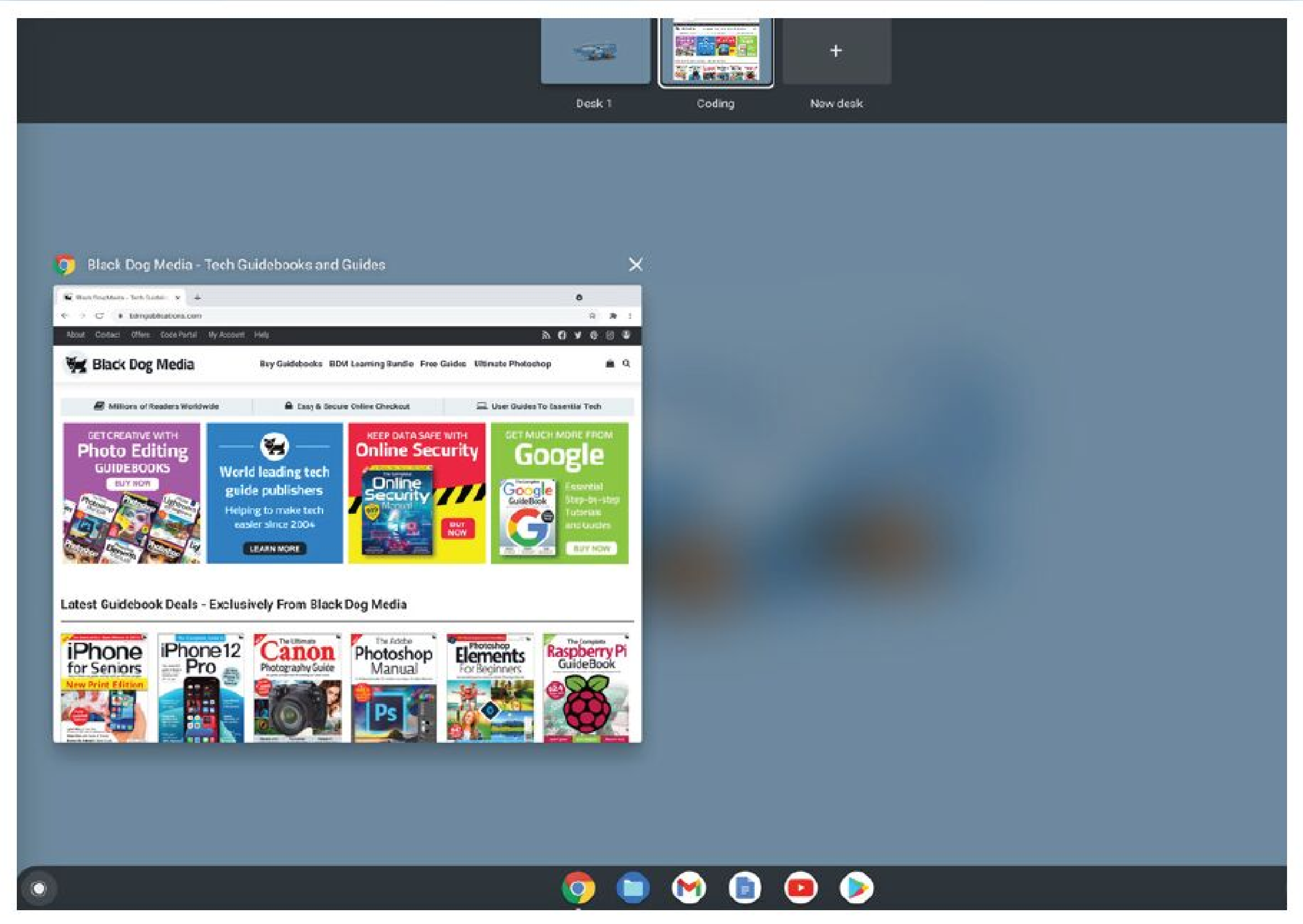
Step 3

❱ When you want to switch to an already created Desk, hit the Show Windows key, and click on the Desk you want. You can rename Desks by clicking the Desk label. This will highlight the label, and you can start typing to rename it.



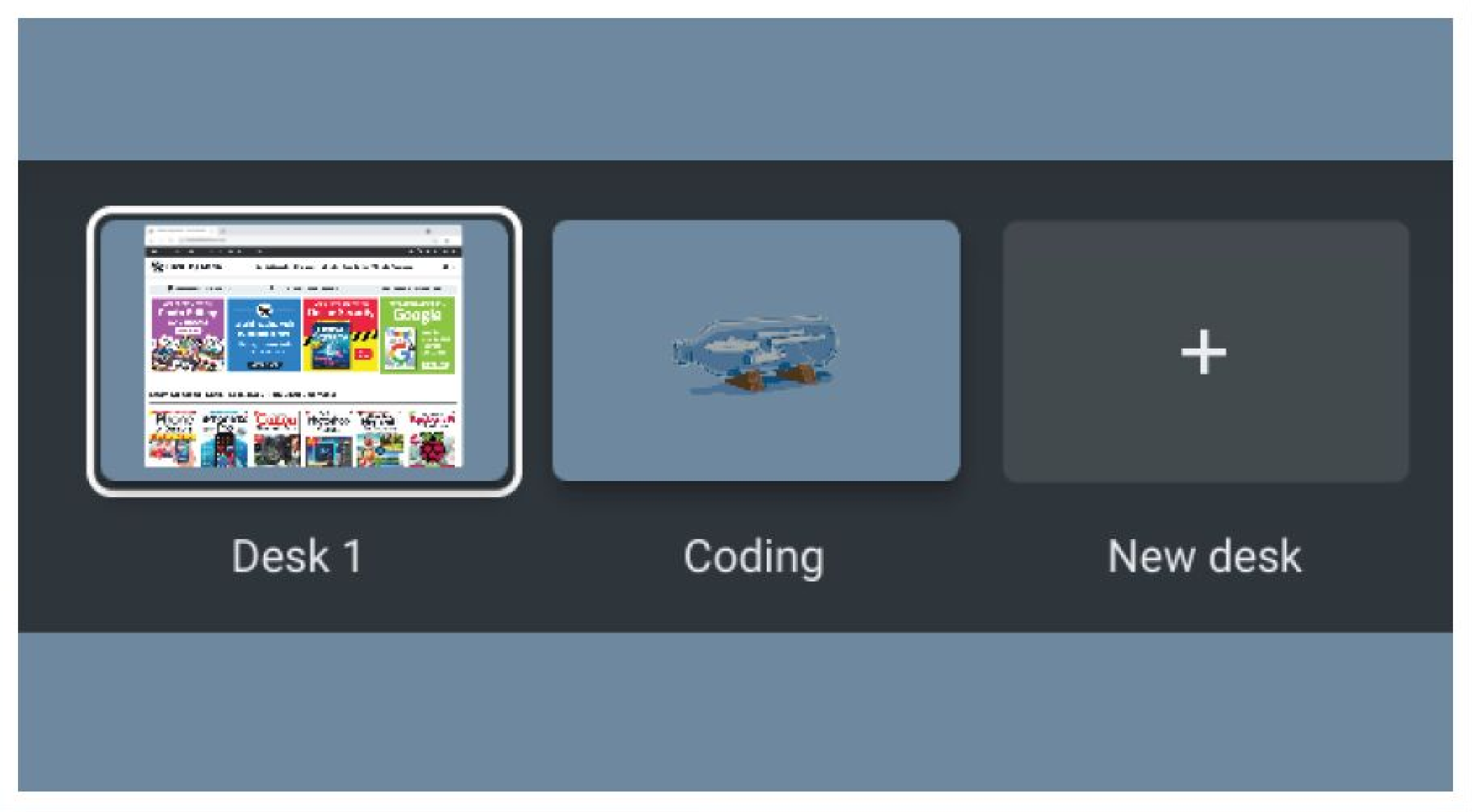
Step 4

❱ You will notice that you can open different applications on different Desks, enabling you to easily switch between Apps and Desks. But, you can also move app windows from one Desk to another. Open an app, and Tap the Show Windows key once again.



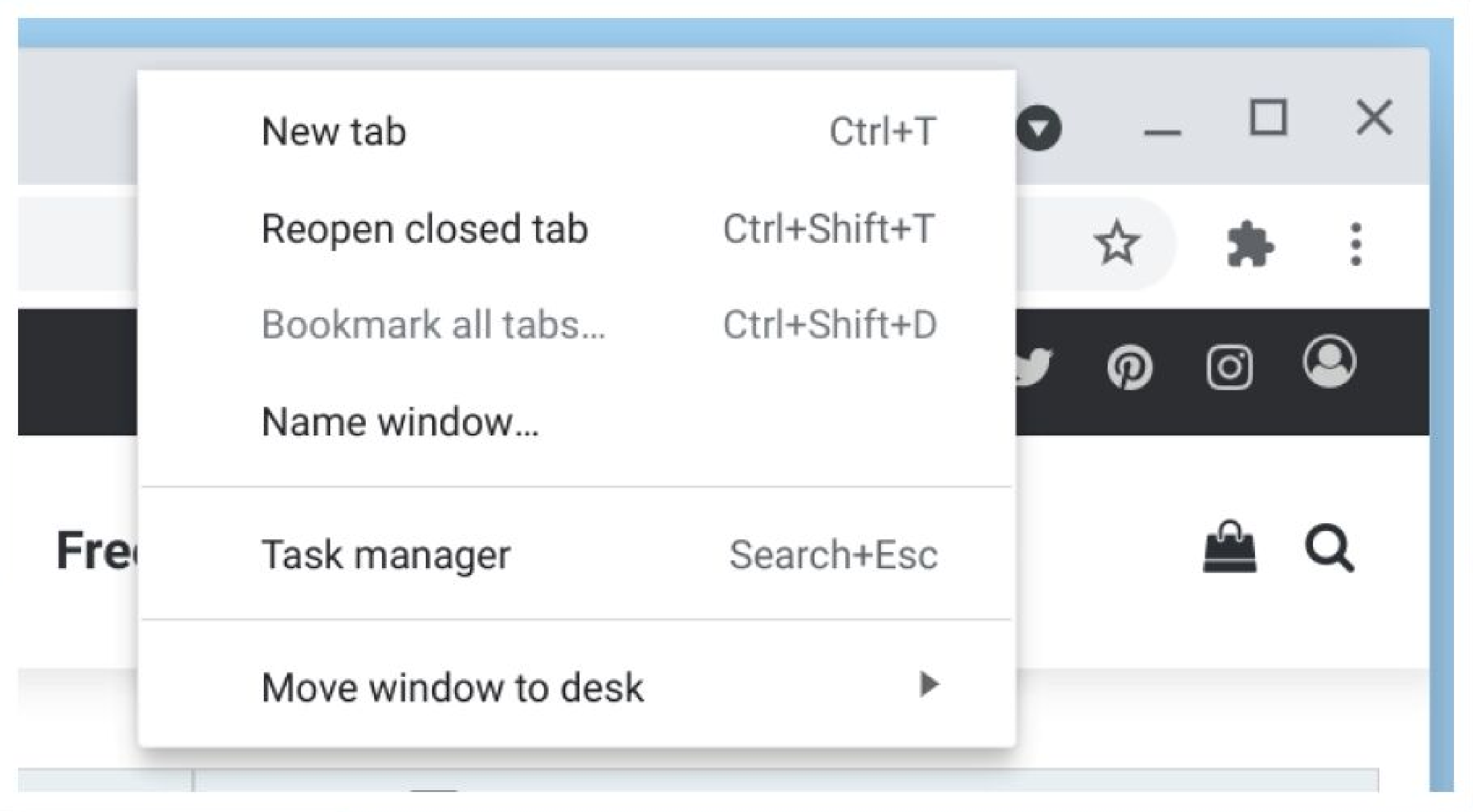
Step 5

With the Show Windows display up, click and hold on the app you want to move to another Desk, and drag it to the Desk in question. In our example, we've move the Chrome web browser from our second Desk (named Coding), to the first Desk (named Desk 1).


Desk 1
Coding
+
New desk

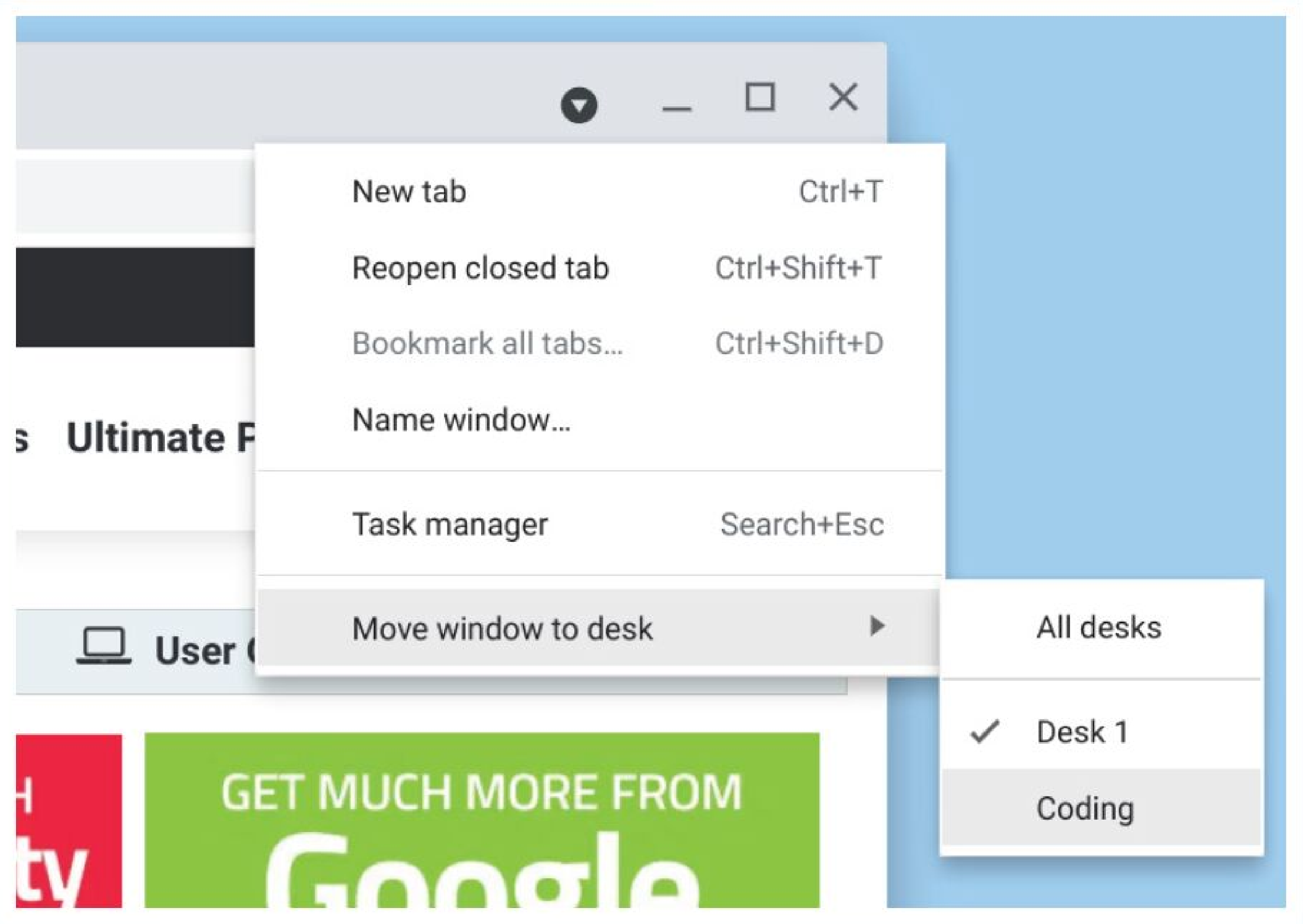
Step 6

There is another way to move an application from Desk to another – or even to display it on all current Desks. Within the normal desktop view, right-click on the top bar of the app (by holding Alt while clicking). This brings up a context menu.


New tab Ctrl+T
Reopen closed tab Ctrl+Shift+T
Bookmark all tabs... Ctrl+Shift+D
Name window...
Task manager Search+Esc
Move window to desk
Fre

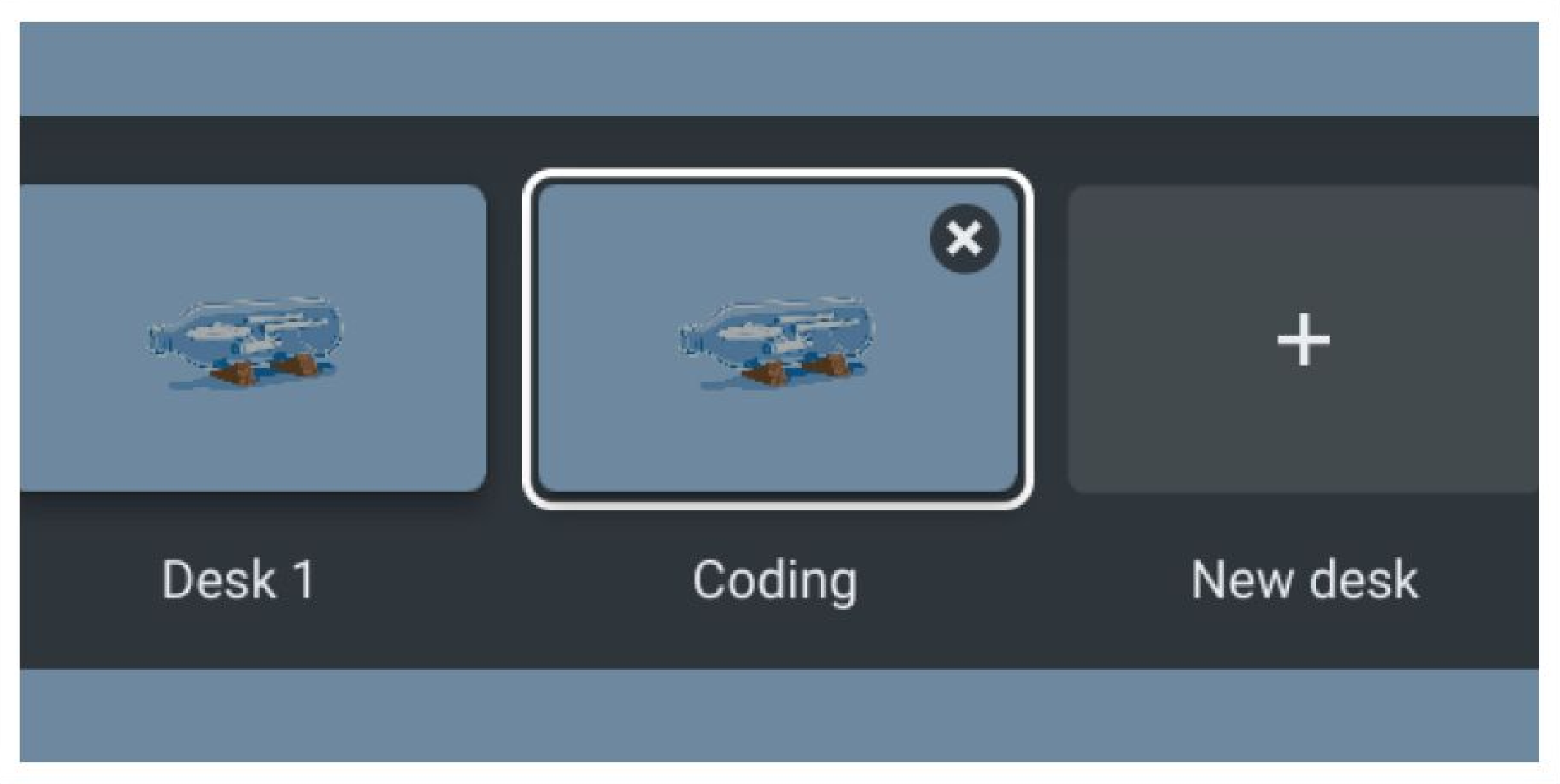
Step 7

At the bottom of the menu, hover over the Move window to Desk option, and this will expand into a sub-menu. From here, you can click on the Desk the want the app to be moved to, or you can opt to have it appear on all the available Desks.


New tab Ctrl+T
Reopen closed tab Ctrl+Shift+T
Bookmark all tabs... Ctrl+Shift+D
Name window...
Task manager Search+Esc
Move window to desk
All desks
✓ Desk 1
Coding
Ultimate F
User
GET MUCH MORE FROM
Google

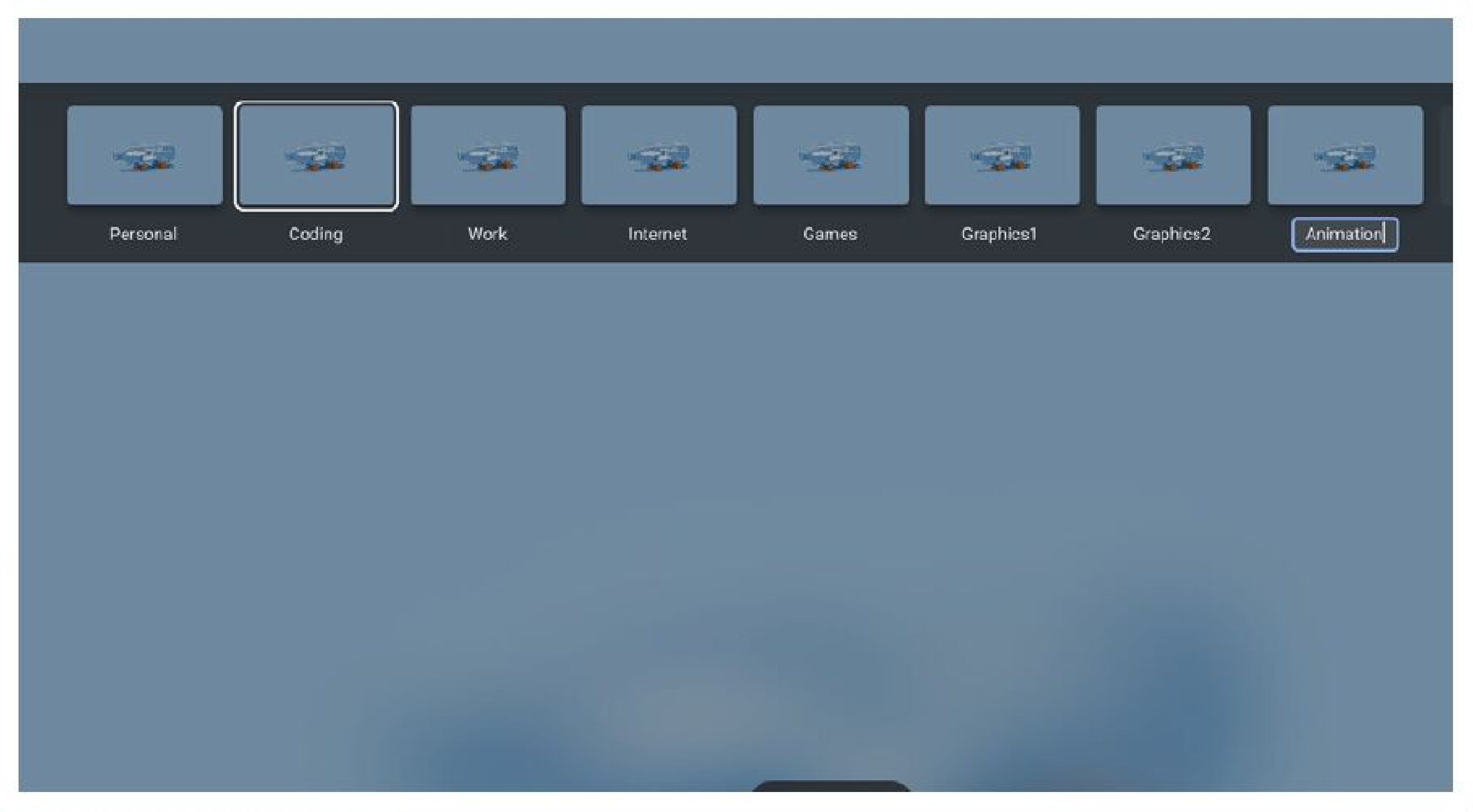
Step 8

You can just as easily remove, or delete, a Desk as creating one. Tap the Show Windows key again, and move the mouse pointer over the Desk you want to remove. When it's highlighted, you'll see a small 'x' icon in the upper-right corner of the Desk. Click this to remove the Desk. All opened apps on the Desk to be removed will move to the Desk on the left or right.


Desk 1
Coding
+
New desk

Step 9

You can currently create up to eight Desks with Chrome OS, however, with more updates that could increase to sixteen. It wasn't that long ago that you could only create four Desks, so expect more in the future.


Personal
Coding
Work
Internet
Games
Graphics1
Graphics2
Animation

Keyboard Shortcuts

There are a number of shortcut keys available to help manage Desks on a Chromebook. Some of these may differ, depending on the make and model of your Chromebook.

- **Create a new desk:**
  Press **Search** + **Shift** + **=**.
- **Switch to a different desk:**
  Press **Search** + [or] (left or right square bracket).
- **Move a window to a different desk:**
  Press **Shift** + **Search** + [or].
- **View all windows in your desk:**
  Press **Alt** + **Tab.**
- **View a different window in your desk:**
  Hold **Alt** and press **Tab.**
- **View a different window in your current desk:**
  Select **Current desk.**
- **View windows across all desks:**
  Select **All desk**

Working with a Chromebook

You can be forgiven for thinking that a Chromebook is really just an elaborate tablet, capable really of only viewing social media, playing some games, watching the occasional YouTube video and looking up who the actor is in the show you're watching. But there's more to it than that.

Chromebooks contain a little bit of everything, yes they're great for doing all of the above, but they're also wonderful little workhorses, and with the right selection of installed apps they could easily replace a standard Windows laptop or MacBook as your go to workstation.

Versatility vs Power

A Chromebook's advantage lies in its versatility. There's something for everyone here, from the standard Word and Microsoft Office user, through to the digital editor, avid gamer, and even developers.

The disadvantage is the Chromebook's lack of raw processing power. Take a Windows laptop, for example, even one of the mid-range varieties, and they will wipe the floor with a Chromebook when it comes to the speed of the process, capabilities of graphics, size and speed of memory and the amount of storage available. This level of processing power is what will drive most power users to stay with their tried and tested, traditional laptops – be they Windows 10 or MacBook.

However, what the Chromebook may lack in oomph, it certainly makes up for with a great combination of available tools, security, and a platform that's cutting edge. The always-working-online aspect isn't so much of a worry these days as it was then the Chromebook first emerged. These days home internet speeds are more than enough to cater for large file transfers, and there's more

than ample 5G and the like coverage to cope with those who work on the move. In many ways it's like owning a sports car. Yes, it looks fantastic, it's engineering perfection, powerful and fast, but in reality, it's not particularly practical. And you can do just as much (minus the going really, really fast bit) with a lesser priced, lesser powered car. Of course, in the end, the choice is yours, but don't discount a Chromebook just because its hardware specifications aren't a match for a power user laptop.

Anything you can do, I can do better…

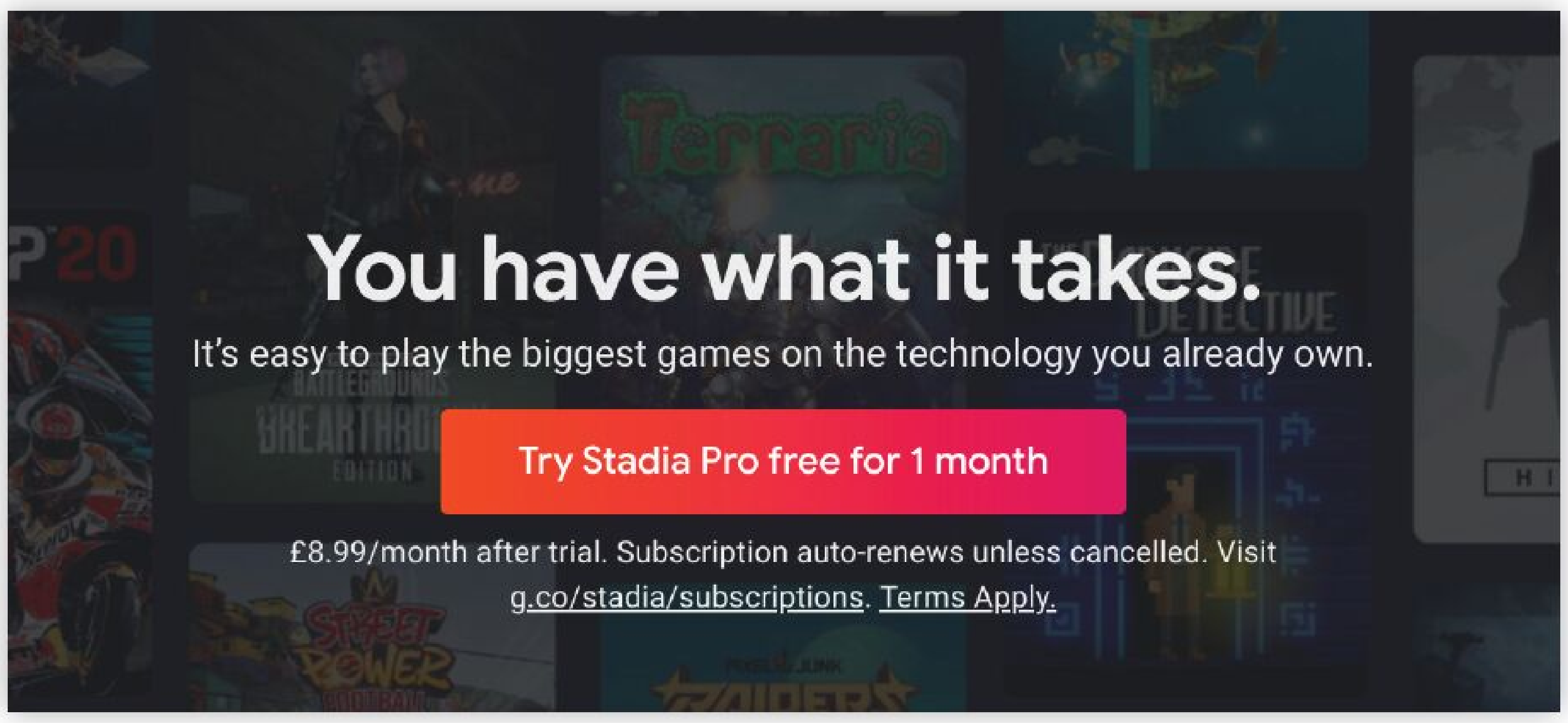
Well, in terms of a Chromebook, maybe not better, but perhaps just as well. It's worth breaking down some of the more popular aspects of modern computing, and seeing how a Chromebook would fare next to something like a Windows 10/11 laptop.

Your uses may differ, but there's always some basic crossover involved. For example, someone who spends all day writing documents for work may not want to do any gaming on their computer in their free time, but they may like watching the latest movies on one. Likewise, an avid gamer may not have any need to do any coding or development work, but a recently released game could enable modifications through some low-level code, which may mean they'll dip their toes into the world of programming.

Either way, here's a break down of some of the more popular uses for a modern computer, and where the Chromebook would fit in nicely.

Gaming

› Let's get to the fun stuff first, gaming. Gaming on a Chromebook is surprisingly vast, probably more so than on a traditional Windows PC. You have several options available to you for gaming on a Chromebook: via the Google Play Store (Android gaming), as a web application via the Chrome browser, or as a streaming device with the likes of Google Stadia, or even playing Steam (PC) games through the Steam Link app.



You have what it takes.

It's easy to play the biggest games on the technology you already own.

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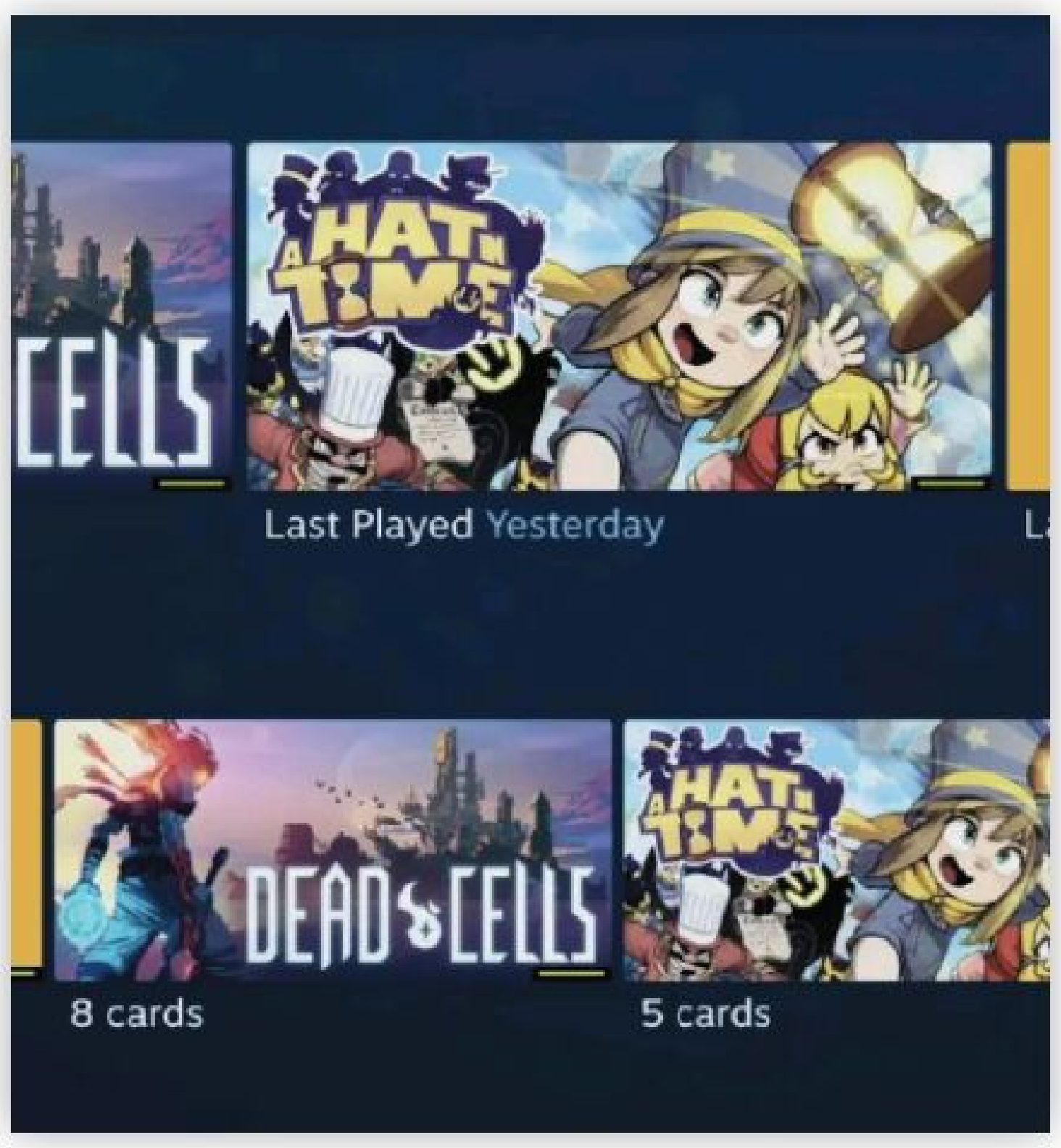
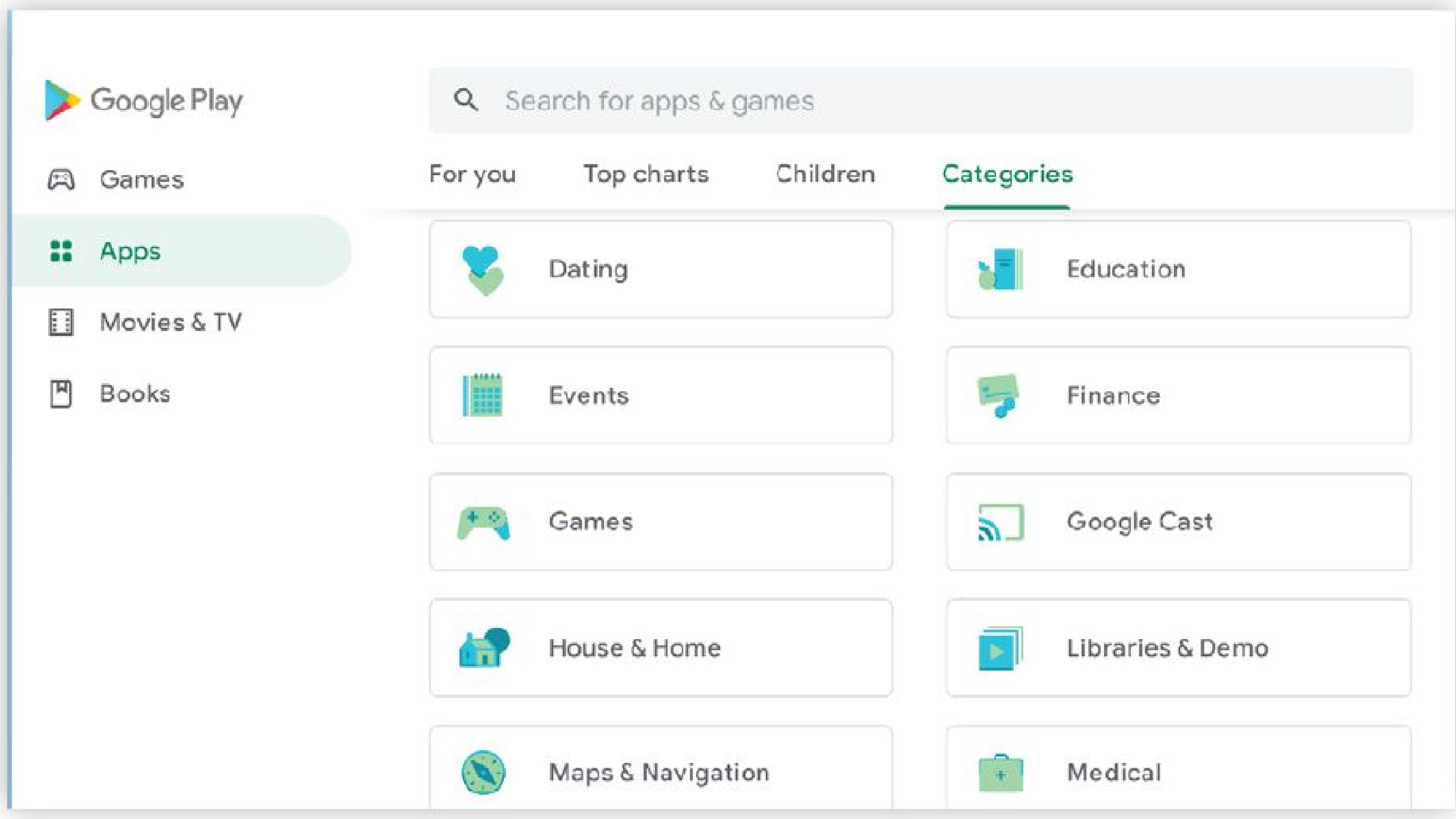
RuneScape
The Free to Play Fantasy MMORPG Game
Create Account
Download
The World's
Most Popular
Free to Play MMORPG



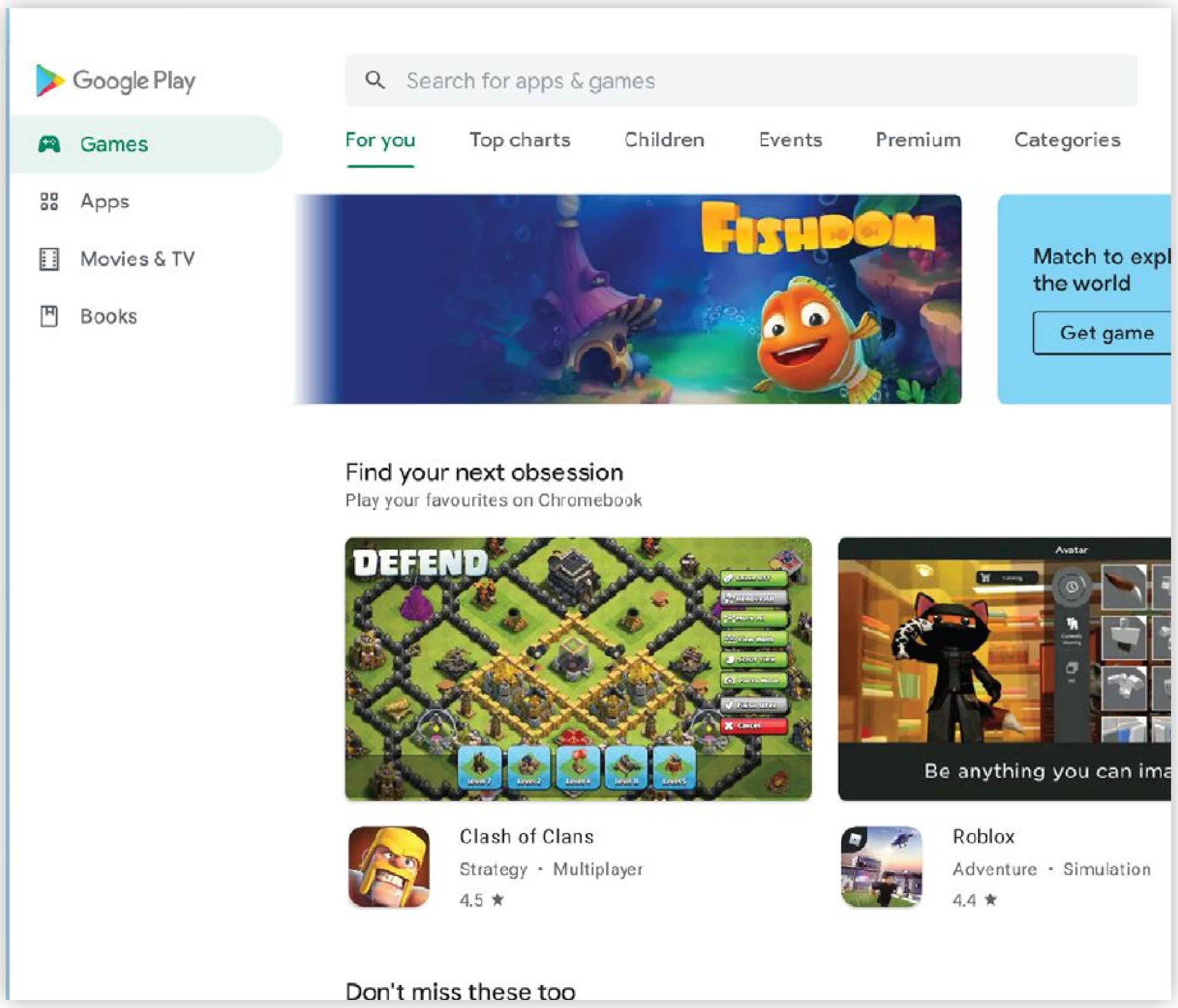
A Hat in Time
Last Played Yesterday
Dead Cells
8 cards
5 cards

The Google Play Store

› Open the Google Play Store on your Chromebook, go to the Categories tab, and select Games from the list. Within here you'll have an enormous selection of titles, from the likes of Candy Crush through to Terraria, Fortnite, Minecraft, Call of Duty Mobile and more.



Google Play
Search for apps & games
Games
Apps
Movies & TV
Books
For you
Top charts
Children
Categories
Dating
Education
Events
Finance
Games
Google Cast
House & Home
Libraries & Demo
Maps & Navigation
Medical



Google Play
Search for apps & games
Games
Apps
Movies & TV
Books
For you
Top charts
Children
Events
Premium
Categories
Fishdom
Match to expl
the world
Get game
Find your next obsession
Play your favourites on Chromebook
Defend
Be anything you can ima
Clash of Clans
Strategy · Multiplayer
4.5 ★
Roblox
Adventure · Simulation
4.4 ★
Don't miss these too

The selection of titles does contain some stinkers, but then so does the Steam library of games. In a selection of 480,000 gaming apps – as surveyed by Statista for Q1 2021 – you're going to get some you won't like, but at the same time, that leaves an awful lot of potential titles that you will enjoy.

Web Apps

Since the demise of Flash, HTML5 gaming has become the norm, and with it a new generation of top-quality games that are playable directly from your Chrome browser. True, you don't need a Chromebook in order to enjoy web-based gaming, as any platform with a Chrome browser installed can do the job, but the Chromebook is what we're looking at here.

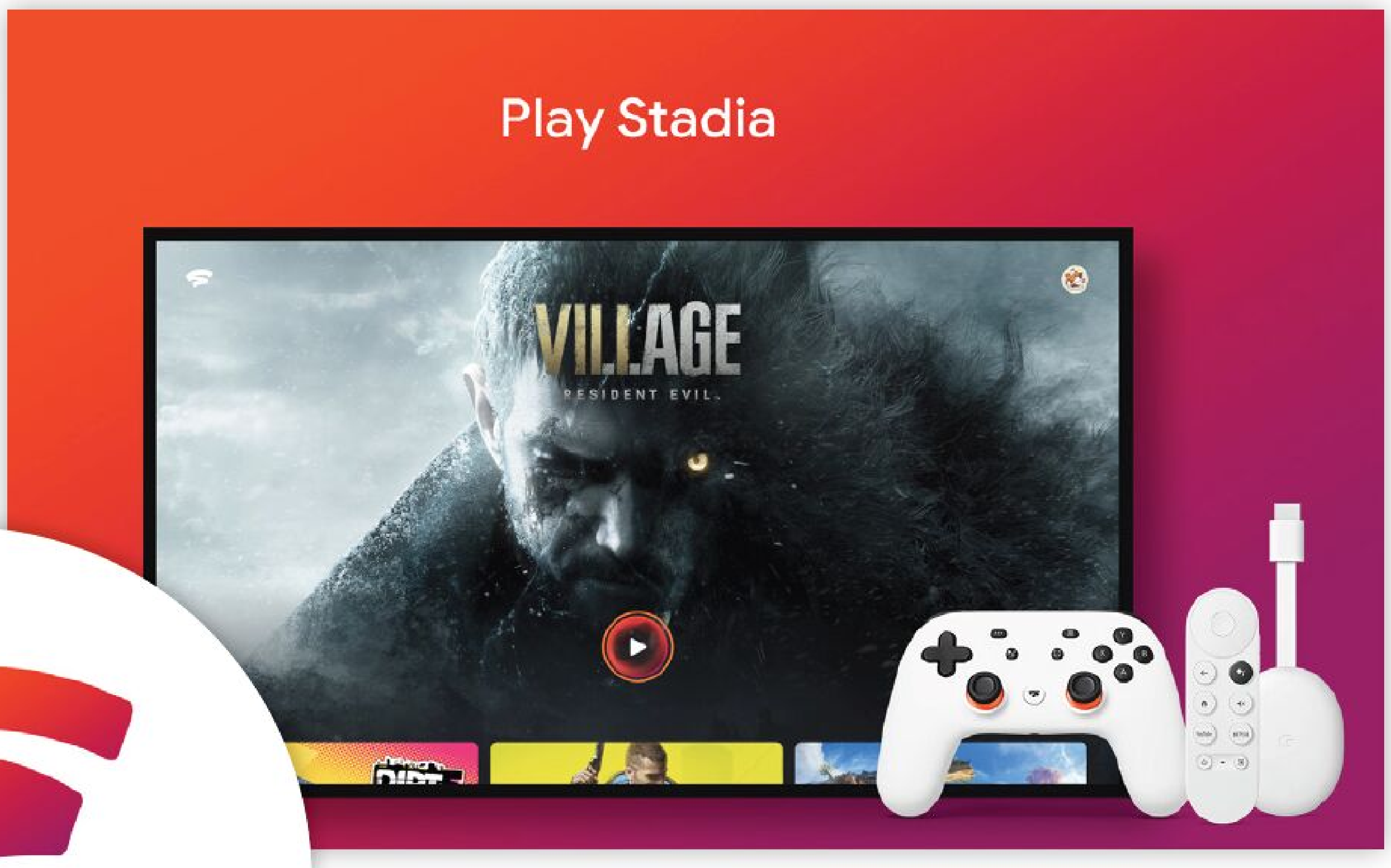
It's not just modern gaming titles that are in the mix when it comes to web-based gaming. There are countless sites out there that deal with retro gaming. These sites normally host a form of online emulator, with access to ROMs belonging to the system that's being emulated. Now, just as a word of caution, some of these sites aren't legally supposed to be hosting the gaming ROMs. There's nothing to stop you from visiting such as site and playing on the retro game, and to be fair you probably wouldn't know if the ROM was being hosted legally or not, but just so long as you are aware.

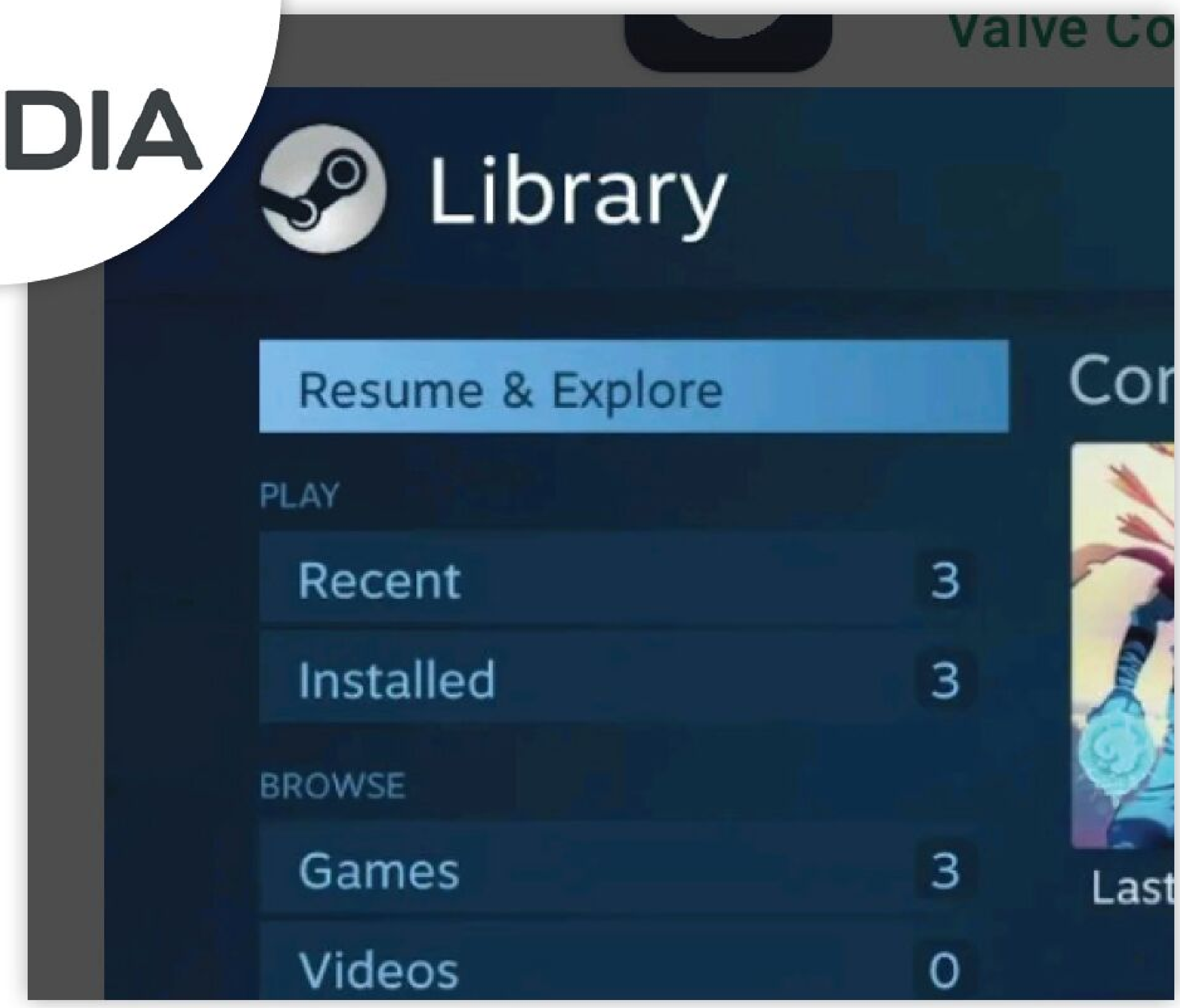
Game Streaming

The Google Stadia had something of a shaky start to its life when it was released back in November 2019. However, the platform has improved greatly in that time, with more titles available and a better handle over the bandwidth used when gaming.

Beyond the Stadia, Valve's Steam Link app will enable you to stream games from your PC's connection to your Steam account, directly to the Chromebook; providing it's on the same network as your gaming PC. This naturally opens up a wealth of options for the PC gamer, as they can hook up their Chromebook to the big screen TV, attach a keyboard and mouse, and play their top-end gaming titles from the comfort of the living room.

Other streaming options will eventually arise, such as Amazon's, for the Chromebook over the coming years. The only issue that will arise when streaming games via the Chromebook is one of bandwidth. Even on a local network, the amount of data that's needed to stream a top-end gaming title from one machine to the next is huge. Using a wired connection cuts out most of the issues relating to lesser bandwidth, but the problem is most Chromebooks don't offer a hard wired, Ethernet port as part of their hardware specifications. You could use a USB C to Ethernet adapter, which will improve things slightly, but otherwise you'll need to ensure that you have best possible Wifi connection available.





Productivity

We all need some form of productivity tool on our computer. Whether it's Microsoft's Office suite, or one of the many free, open-source office alternatives, nearly everyone will at some time have to write something, look at a spreadsheet or do some form of basic desktop publishing.

You would think that a PC or Mac would own the world of productivity, but as recent events have shown, we don't need to install the latest office tools locally to out hard drives in order to do any work; be that homework, study, or coming up with a presentation for work.

Office 365

One of Microsoft's biggest moves in recent years was making its Office 365 suite available online. Students and workers alike could work seamlessly online, within their company, school or college online environment, all through Microsoft's Office portal during the COVID-19 lockdown.

Word, PowerPoint, Excel, Teams, OneDrive, Outlook, Skype and more are all available online; and these are proper working versions, too. What's more, as you're working within the OneDrive environment, anything you create or modify is saved in the cloud, so it's safe in case something goes wrong with the Chromebook, or you lose the internet connection.

Calendar
Excel
Family Safety
Forms
Office
OneDrive
OneNote
Outlook
People
Power Automate
PowerPoint
Skype

If, though, you want a Microsoft Office compatible suite that's installed locally on the Chromebook, then look no further than LibreOffice, the open-source productivity suite for Android.

LibreOffice
The Document Foundation

Alternatively, Microsoft have released versions of Word, Excel and more for Android. And, let's not forget the whole Google Docs setup, which is available by default on a Chromebook.

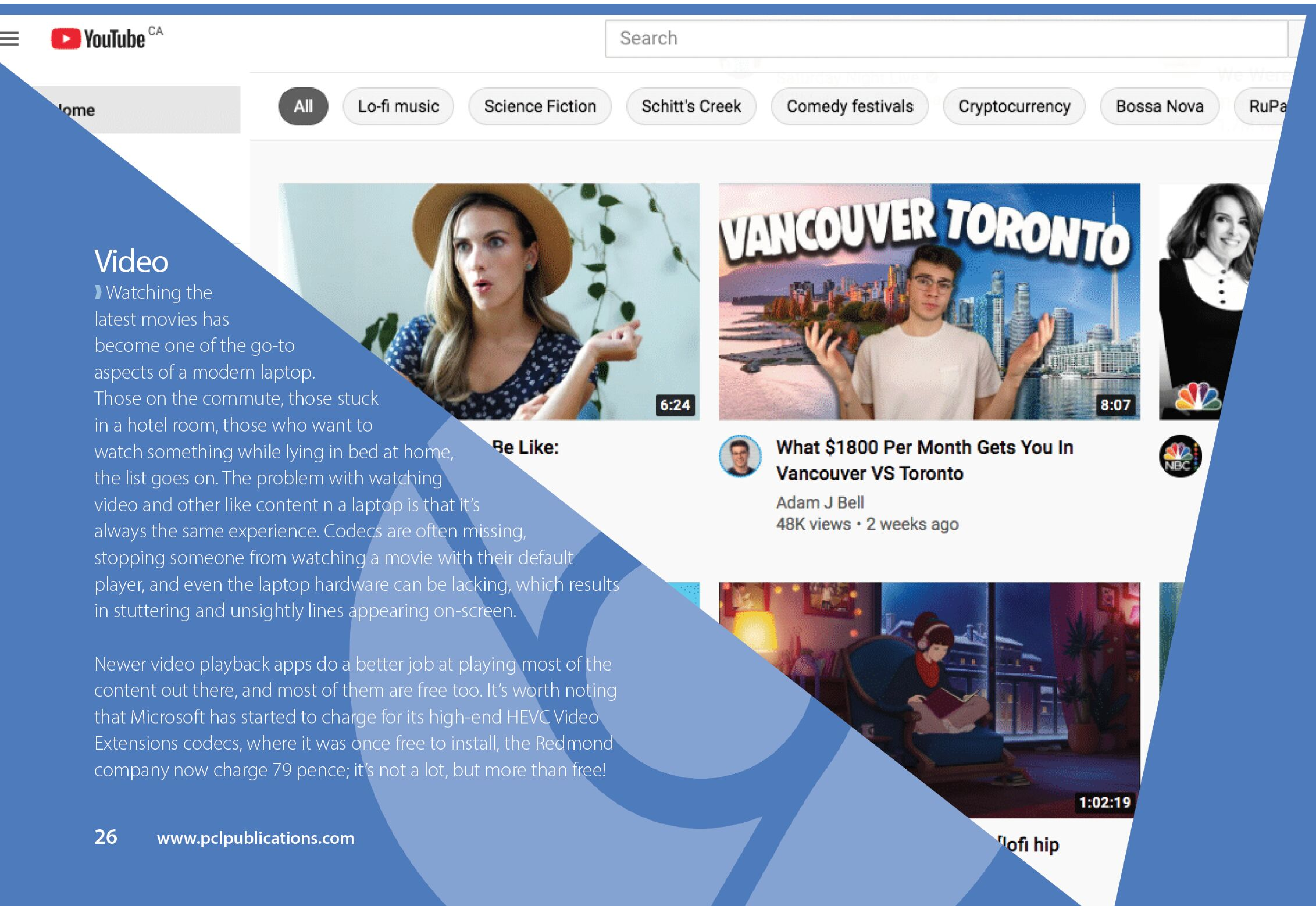
There's a huge amount of choice available for those who need Office-like productivity on their Chromebook, and it's improving by leaps and bounds rapidly.

Calendar
Today
October 2021
S M T W T F S
November
US 7:44

Video

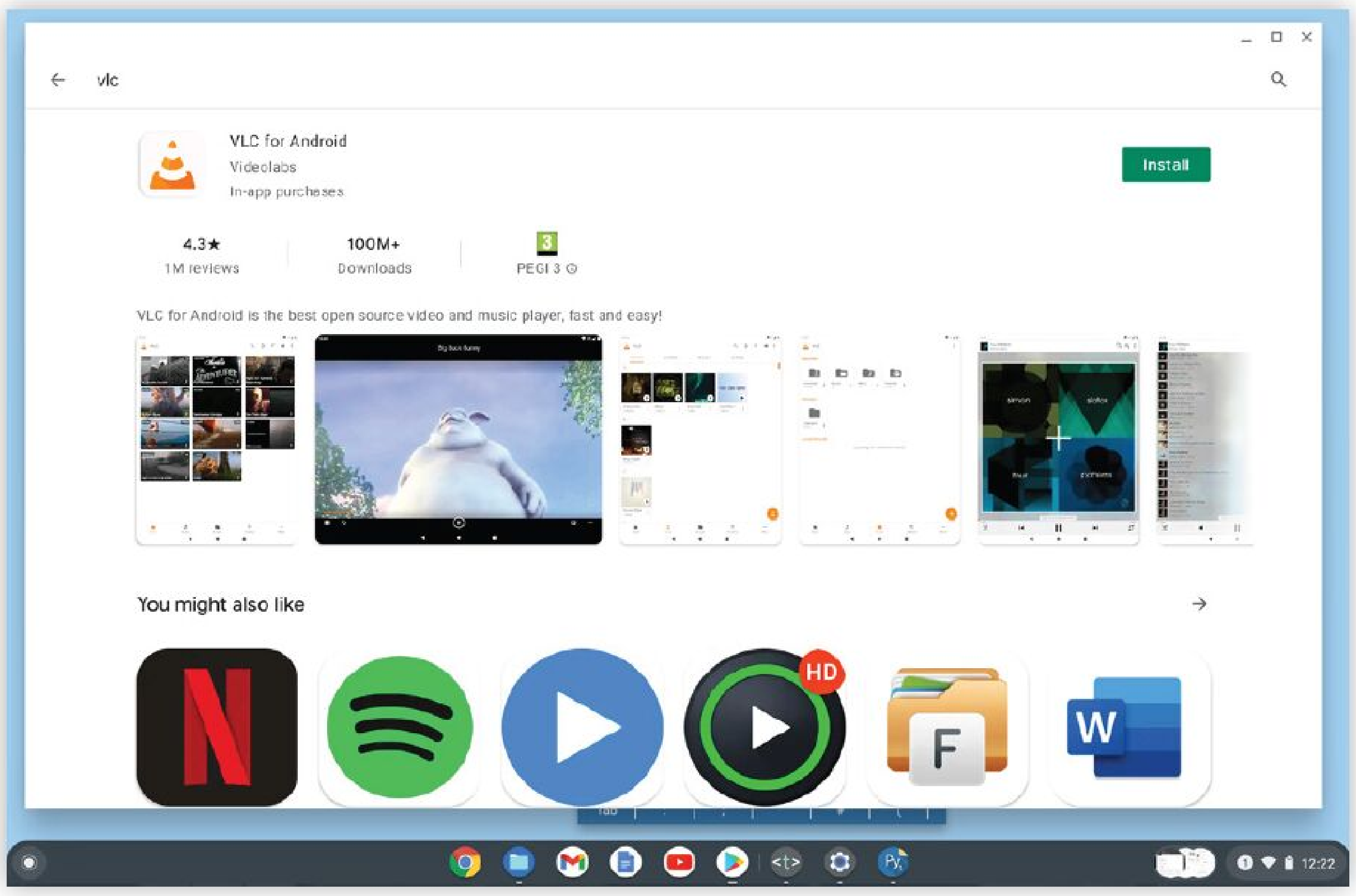
Watching the latest movies has become one of the go-to aspects of a modern laptop. Those on the commute, those stuck in a hotel room, those who want to watch something while lying in bed at home, the list goes on. The problem with watching video and other like content n a laptop is that it's always the same experience. Codecs are often missing, stopping someone from watching a movie with their default player, and even the laptop hardware can be lacking, which results in stuttering and unsightly lines appearing on-screen.

Newer video playback apps do a better job at playing most of the content out there, and most of them are free too. It's worth noting that Microsoft has started to charge for its high-end HEVC Video Extensions codecs, where it was once free to install, the Redmond company now charge 79 pence; it's not a lot, but more than free!


YouTube CA
Search
Home
All
Lo-fi music
Science Fiction
Schitt's Creek
Comedy festivals
Cryptocurrency
Bossa Nova
VANCOUVER TORONTO
6:24
8:07
Be Like:
What $1800 Per Month Gets You In Vancouver VS Toronto
Adam J Bell
48K views • 2 weeks ago
1:02:19
lofi hip

VLC Player

VLC for Android is freely available via the Google Play Store, and while it may not be the greatest media player in existence, it's one that is capable of playing pretty much every video that's out there. It's also freely available for PC, but having it on the lighter, more mobile Chromebook enables users to enjoy a wider range of content without resorting to their traditional laptops. It'll play streamed content, as well as content from external sources such as NAS devices and Windows network shares.


vlc
VLC for Android
Videolabs
In-app purchases
Install
4.3★
1M reviews
100M+
Downloads
PEGI 3
You might also like
HD

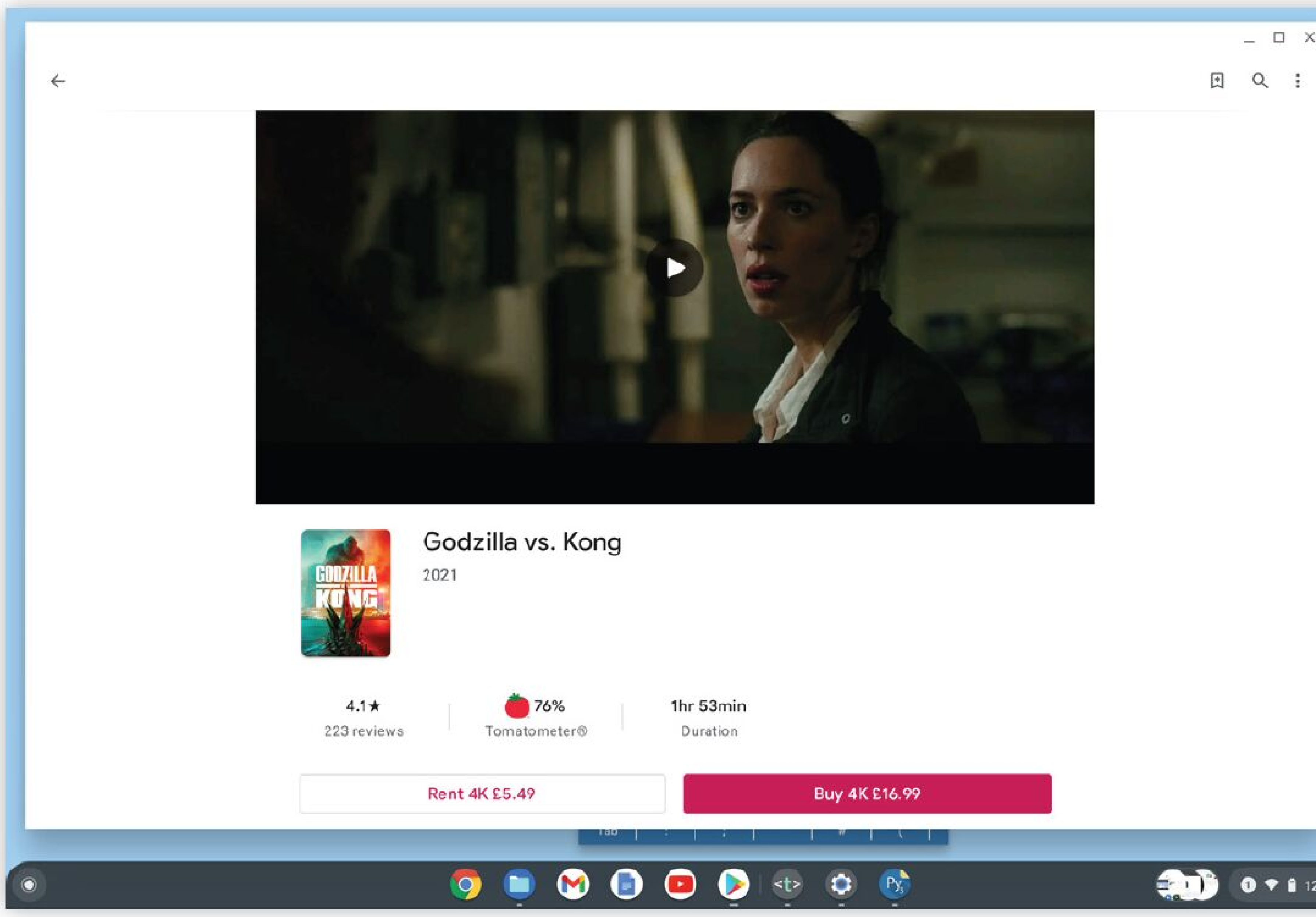
VLC for Android is the best open source video and music player, fast and easy!

YouTube

Let's not forget that YouTube is built directly in to Chrome OS. It's available on the Shelf by default, and with it you're able to watch all the latest content, including movies you can rent or buy directly from YouTube.

Google Play

Video content is also available to rent and buy directly from the Google Play Store, with options up to 4K quality too. Hook your Chromebook up to the TV for the big screen entertainment, or simply watch it under the cover late at night with the headphones in. There's something for everyone when it comes to watching movies on a Chromebook.


Godzilla vs. Kong
2021
4.1★
223 reviews
76%
Tomatometer®
1hr 53min
Duration
Rent 4K £5.49
Buy 4K £16.99

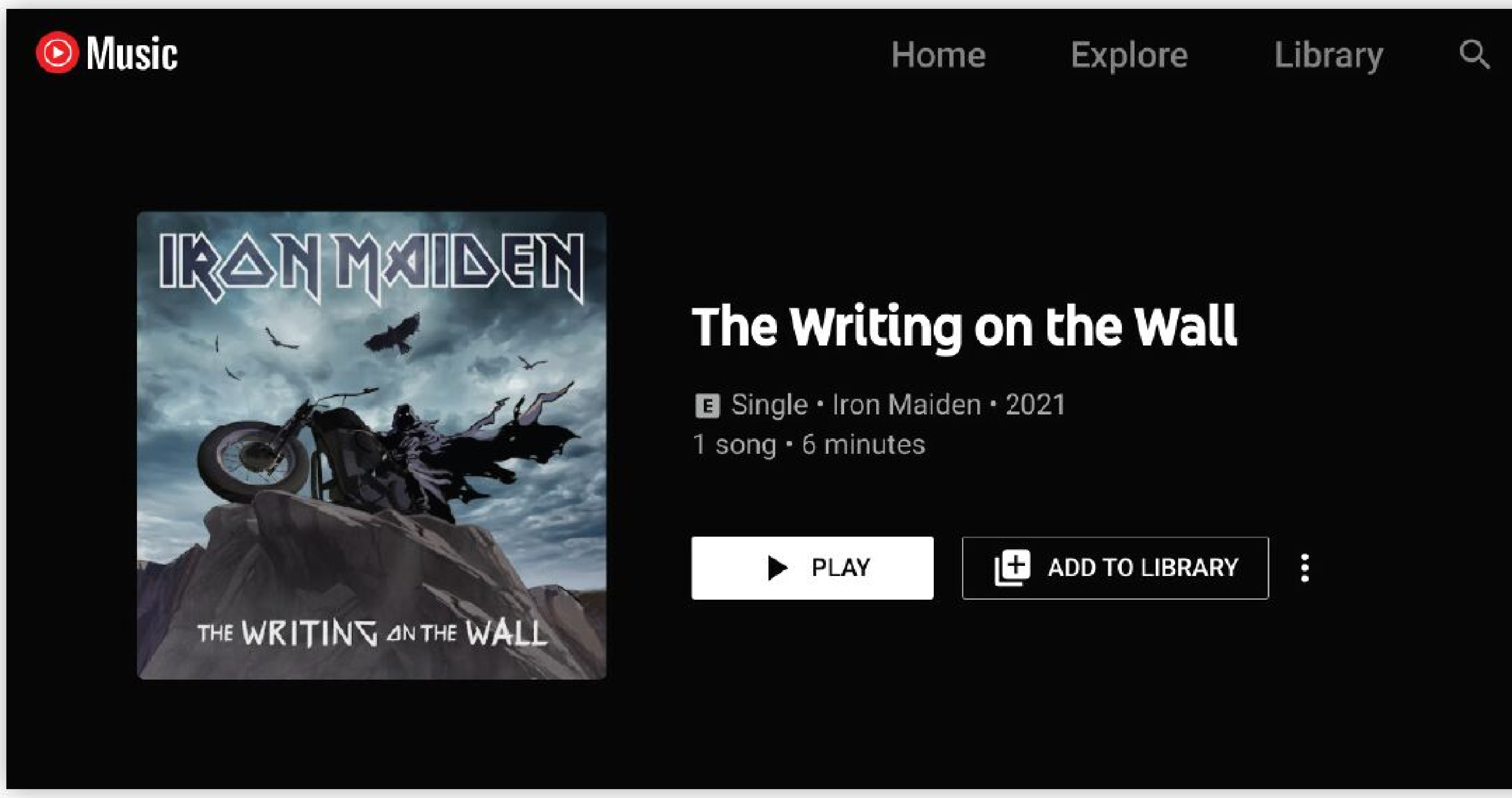
Netflix and the Like

As you probably assume, Netflix, Prime video and the like are also available via the Google Play Store. Installing this on to your Chromebook opens up even more opportunities to watch content, from wherever you're able to get an internet connection; download the content and you watch it anywhere.

Music

To add to the above video, music is also handled perfectly from within Chrome OS. Not only is there YouTube Music already built-in, but the Google Play Store has countless options, and if you also use Spotify, you can utilise the power of the Google Assistant to ask for tracks, albums musicians and so on, and it'll play it.

There's not much we can add to that, and the list used for video, but consider the portability of the Chromebook over a, generally, heavier PC laptop or MacBook. Also, consider that a Chromebook can be flipped into a tablet mode, and stood up in the kitchen, ideal for listening to Fleetwood Mac when baking.

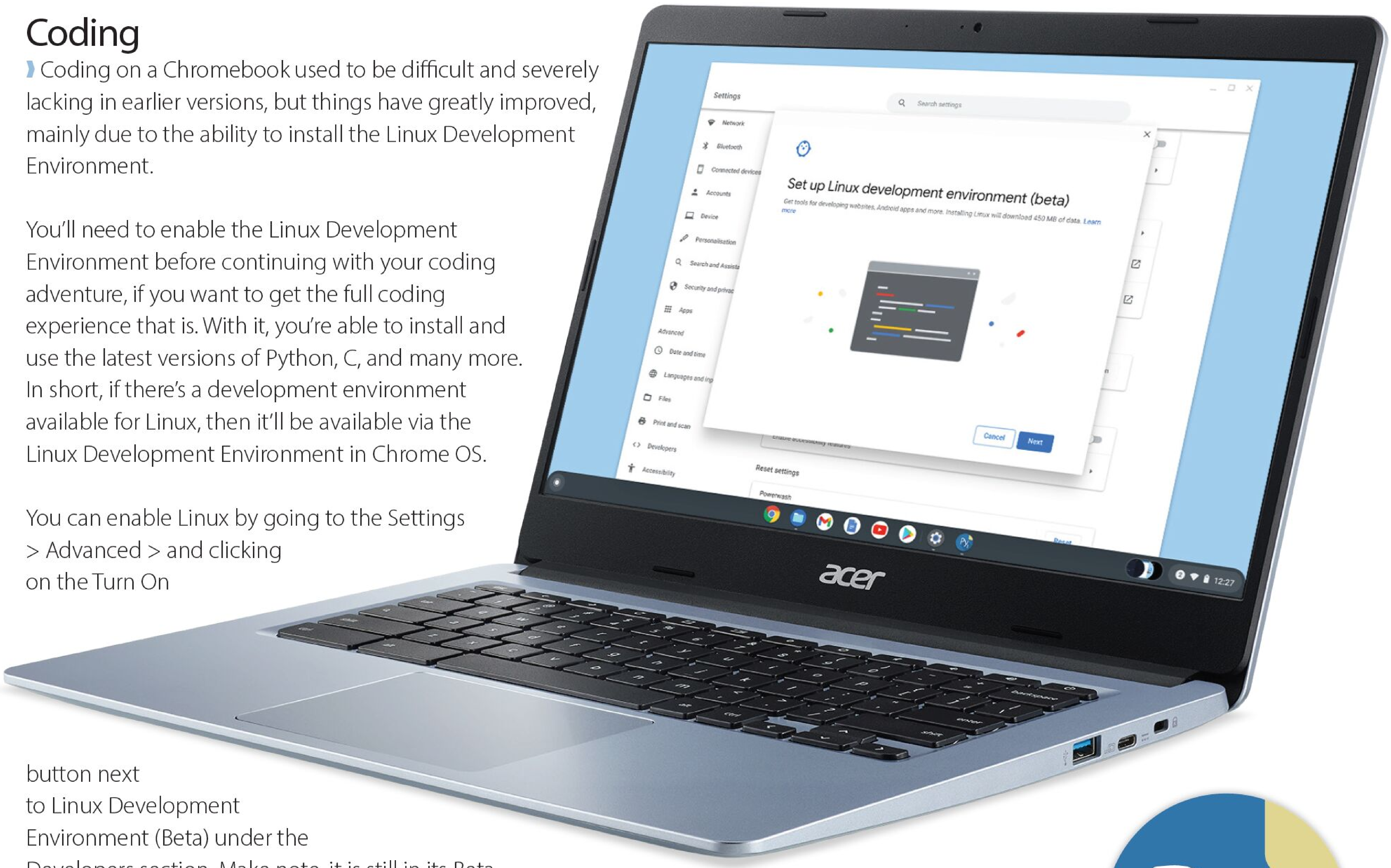

Music
Home
Explore
Library
IRON MAIDEN
THE WRITING ON THE WALL
The Writing on the Wall
E Single • Iron Maiden • 2021
1 song • 6 minutes
PLAY
ADD TO LIBRARY

Coding

› Coding on a Chromebook used to be difficult and severely lacking in earlier versions, but things have greatly improved, mainly due to the ability to install the Linux Development Environment.

You'll need to enable the Linux Development Environment before continuing with your coding adventure, if you want to get the full coding experience that is. With it, you're able to install and use the latest versions of Python, C, and many more. In short, if there's a development environment available for Linux, then it'll be available via the Linux Development Environment in Chrome OS.

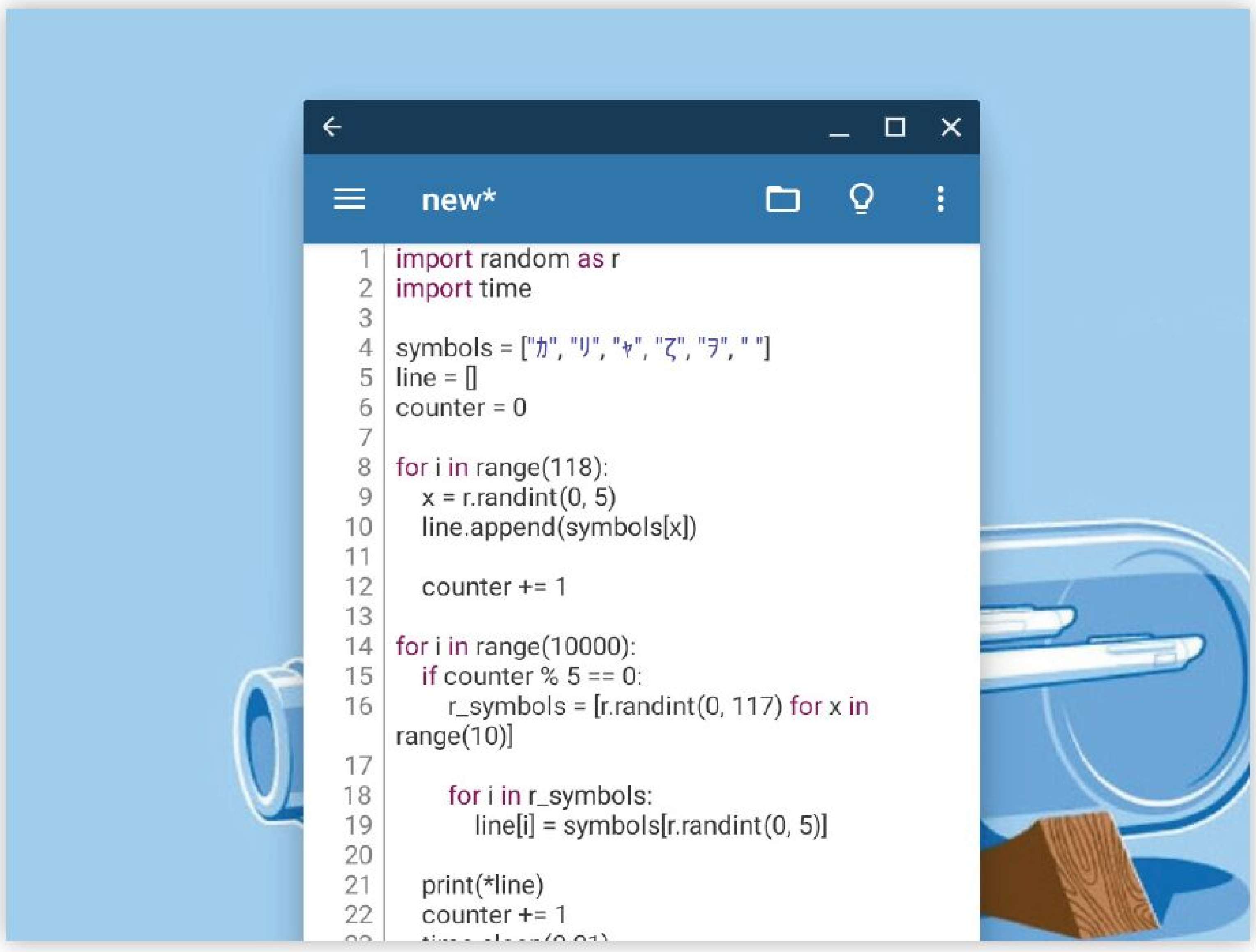
You can enable Linux by going to the Settings > Advanced > and clicking on the Turn On button next to Linux Development Environment (Beta) under the Developers section. Make note, it is still in its Beta stages, so while there's not going to be too many issues, there could be some that will stop you from doing what you want.


Settings
Search settings
Network
Bluetooth
Connected devices
Accounts
Device
Personalization
Search and Assistant
Security and privacy
Apps
Advanced
Date and time
Languages and input
Files
Print and scan
Developers
Accessibility
Reset settings
Powerwash
Cancel
Next
acer
12:27

Set up Linux development environment (beta)

Get tools for developing websites, Android apps and more. Installing Linux will download 450 MB of data. Learn more

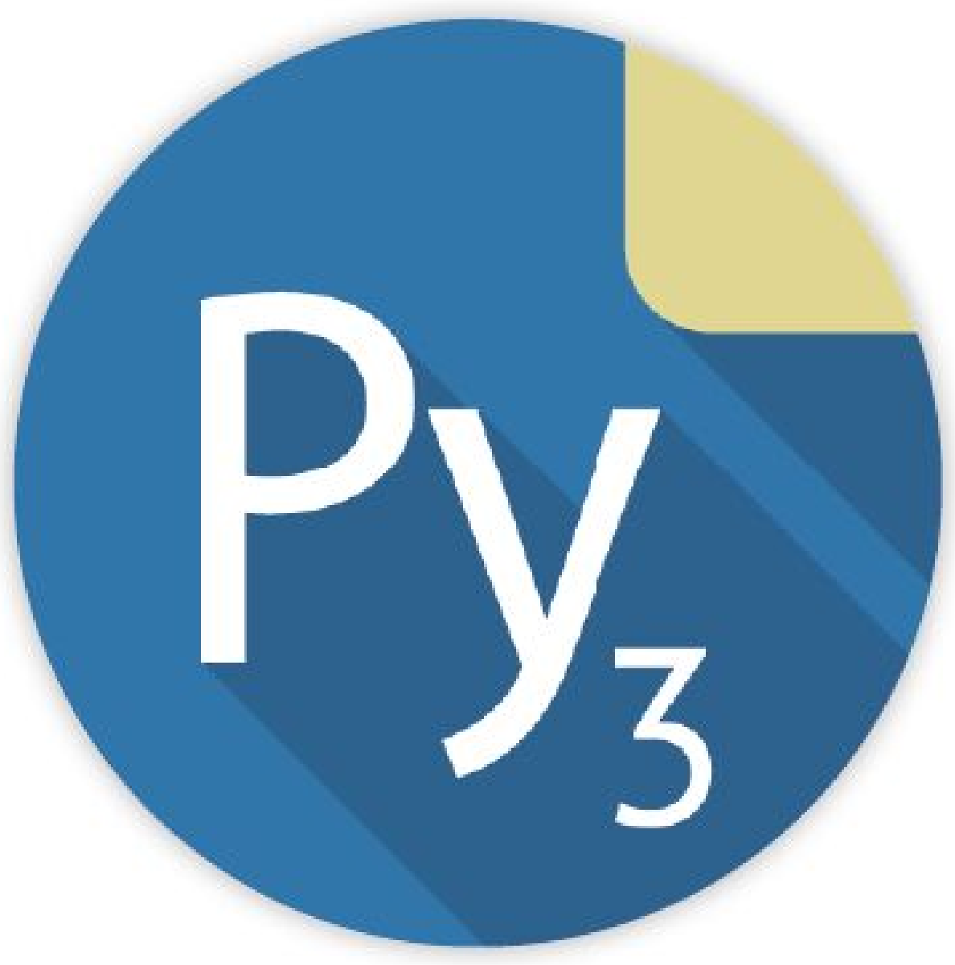
It's also worth noting that anything created and executed within the Linux Development Environment is handled inside a sandbox within Chrome OS. This means that whatever is run in the sandbox shouldn't affect the core of the operating system.



```
import random as r
import time

symbols = ["ｶ", "ﾘ", "ｬ", "ζ", "ｦ", " "]
line = []
counter = 0

for i in range(118):
    x = r.randint(0, 5)
    line.append(symbols[x])

    counter += 1

for i in range(10000):
    if counter % 5 == 0:
        r_symbols = [r.randint(0, 117) for x in range(10)]

        for i in r_symbols:
            line[i] = symbols[r.randint(0, 5)]

    print(*line)
    counter += 1
```

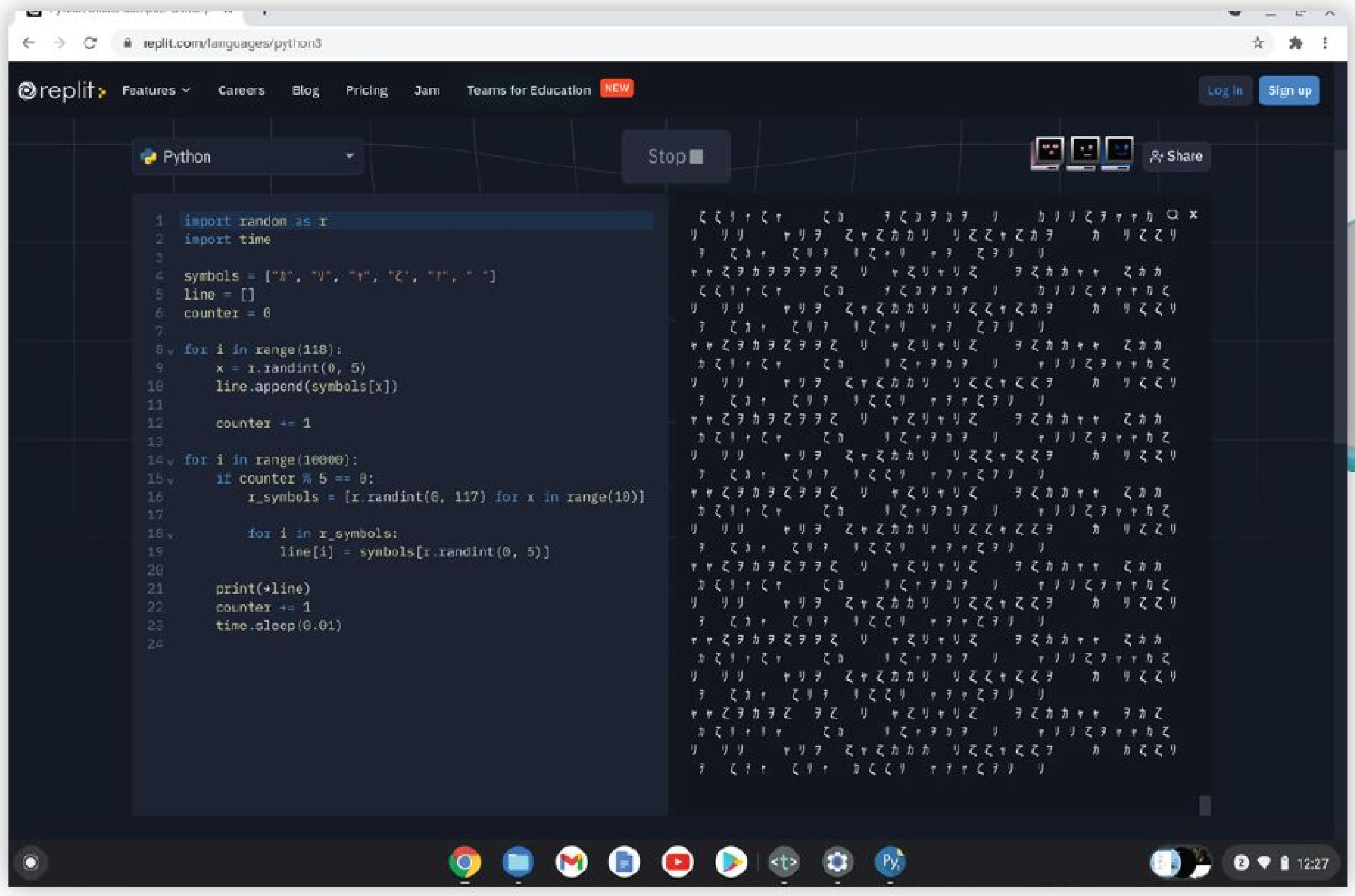
Pydroid 3

› A good alternative to running Python via the Linux Development Environment is by installing one of the many available coding apps from the Google Play Store. Pydroid 3 is a particularly good IDE for the Python coding language, with access to many modern educational libraries and assets. It's not the perfect coding base, but it's one that will work for the vast majority of beginner coders who want to learn a new programming language. And, it will suffice for those who don't want to install a Beta environment on their Chromebooks.



Online Coding

› Let's not ignore the growing number of online IDEs available via the Chrome browser. The likes of Programiz.com, online-python.com, replit and onlinegdb are great examples of a fully working Python IDE inside the browser. A lot of these online IDEs also cater for other programming languages, such as C and C++, and even some of the more unique and specific languages. Suffice to say, there's no escaping coding on a Chromebook.


replit.com/languages/python3
replit
Features
Careers
Blog
Pricing
Jam
Teams for Education
NEW
Log in
Sign up
Python
Stop
Share
12:27

```
import random as r
import time

symbols = ["ｶ", "ﾘ", "ｬ", "ζ", "ｦ", " "]
line = []
counter = 0

for i in range(118):
    x = r.randint(0, 5)
    line.append(symbols[x])

    counter += 1

for i in range(10000):
    if counter % 5 == 0:
        r_symbols = [r.randint(0, 117) for x in range(10)]

        for i in r_symbols:
            line[i] = symbols[r.randint(0, 5)]

    print(*line)
    counter += 1
    time.sleep(0.01)
```

Chromebooks are ace!

As you can see, there's very little a Chromebook can't do. The traditional laptop and MacBook may be more powerful, and in many ways, have access to a set of core apps and programs that handle the complete specifications of a particular job, but the Chromebook is rapidly catching up and gaining ground.

Due to the Chromebook's low cost, portability, and evolving operating system, it's fast becoming the go to platform for students, business, and entertainment. In the few short years of Chrome OS's history, it has already exceeded expectations, just imagine what you'll be able to do with yours in a few more years' time.

Search
Chrome Web
Google Drive
Chrome
Gmail
YouTube
Google Searc
Angry Birds
Google Calen
Don't Starve
Scratchpad
Google Maps
Google Docs
Google Sheet
Google Slides
Google+
Google+ Hang
15:18

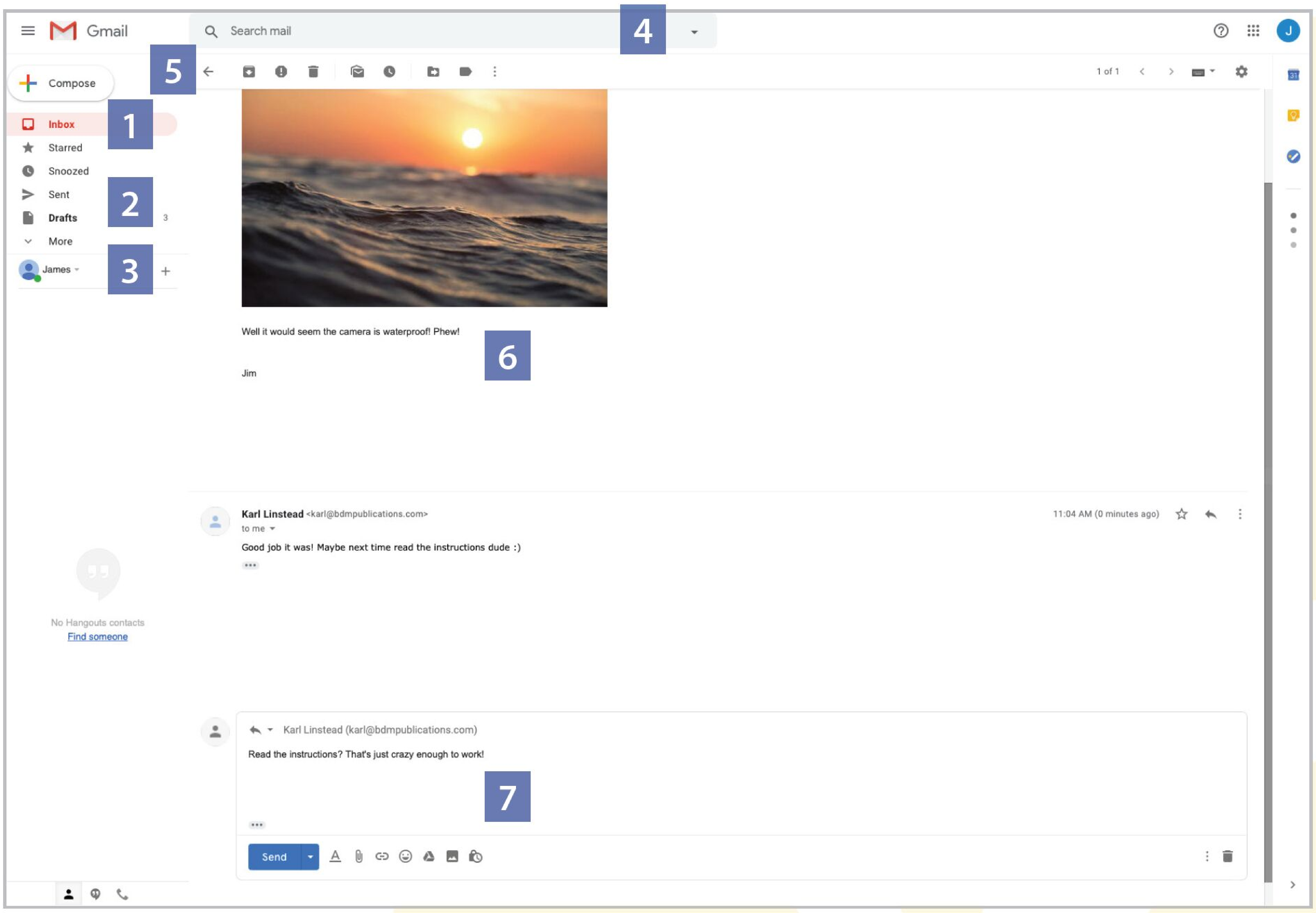
Using Google Apps

The Google app suite contains some of the world's most popular and widely used applications. Offering alternatives to operating staples such as email, maps, calendar, photo editing and so much more. Having set up your Google account, you can then access the entire suite for free. Over the following pages, we will take you through our expert tips to ensure that you make the very best of each one.

31
31
31
31
31

Get Started with Gmail

Gmail is an integral element of the Google app suite, an email platform that works seamlessly on whichever OS you use, quickly becoming a key part of your daily routine.


Gmail
Search mail
Compose
Inbox
Starred
Snoozed
Sent
Drafts
3
More
James
1 of 1
No Hangouts contacts
Find someone
Send
1
2
3
4
5
6
7

Well it would seem the camera is waterproof! Phew!

Jim

Karl Linstead <karl@bdmpublications.com>
to me
11:04 AM (0 minutes ago)

Good job it was! Maybe next time read the instructions dude :)

Karl Linstead (karl@bdmpublications.com)

Read the instructions? That's just crazy enough to work!

Creating a Gmail Account

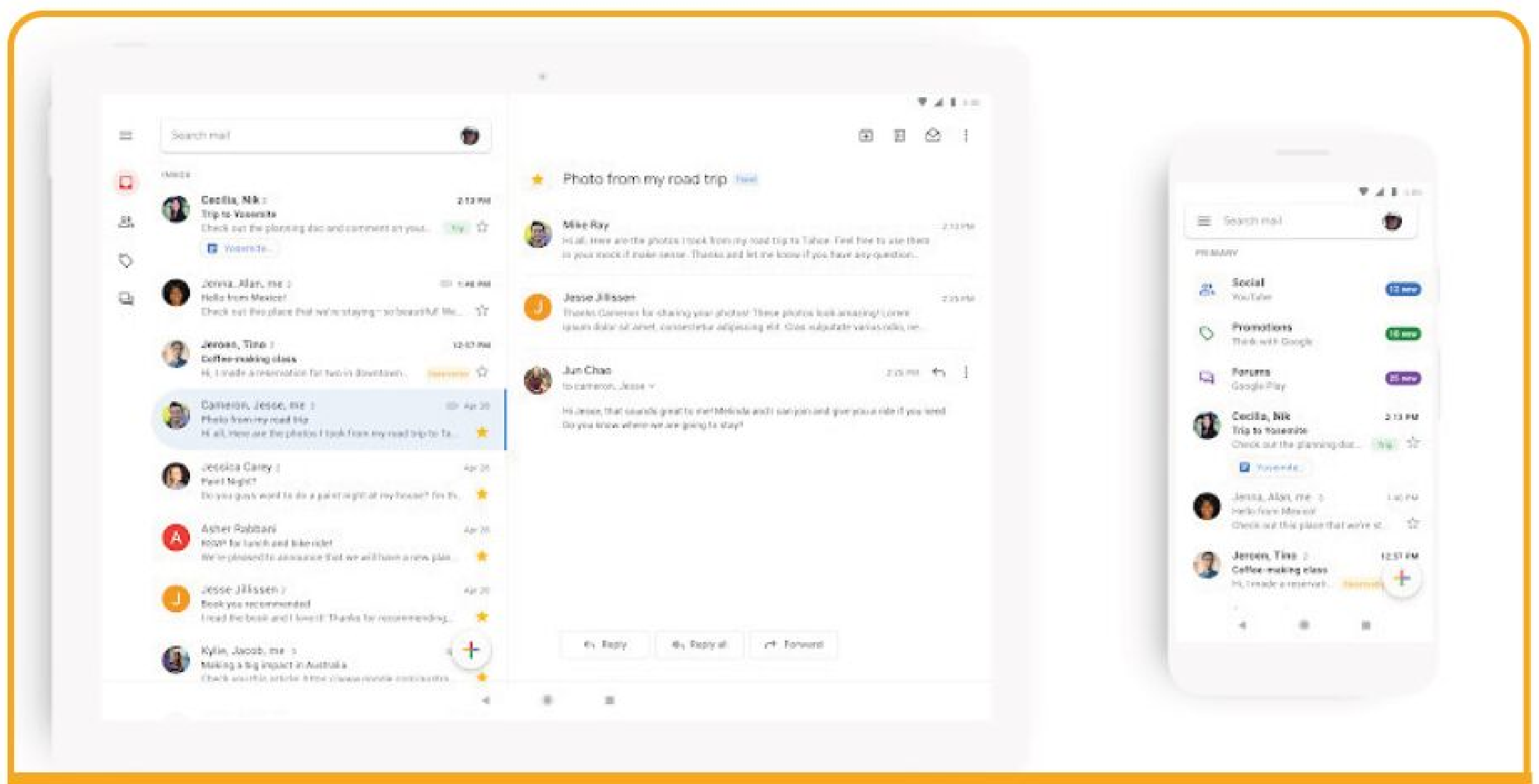
You can either connect a Gmail account to your main Google account or you can create a completely new account from scratch. If you connect an account, you will be able to use your new Gmail address or your original Google account email to sign in.

1 Mailboxes

These links let you display the messages in those mailboxes. A number next to any mailbox shows the amount of unread messages, rather than the total amount in the mailbox.

2 Labels

Labels allow you to categorise your messages into various pre-set or custom folders. You can save messages under more than one label for better cross-referencing.



Gmail on Android & iOS

You can download the Gmail app for mobile devices, free of charge, from the Play Store or App Store. This allows you to use Gmail on the go.

Once downloaded, the app should automatically sign in using the same Google account details you entered on your computer (hopefully, this is also the one with which you set up your Android or iOS device).

You will now be able to see all of the folders and emails you use and have sent/received on your computer, albeit on your smartphone or tablet.

3 Chat Controls

❱ This section shows a list of your available Chat contacts, as well as containing the various chat controls: Add Contact, Status Update, etc. You can read more about Gmail Chat later in this section.

4 Search Box

❱ Search for any message or contact in your Gmail inbox. Clicking on the small arrow at the end of the search box allows you to refine your search in several different ways.

5 Message Controls

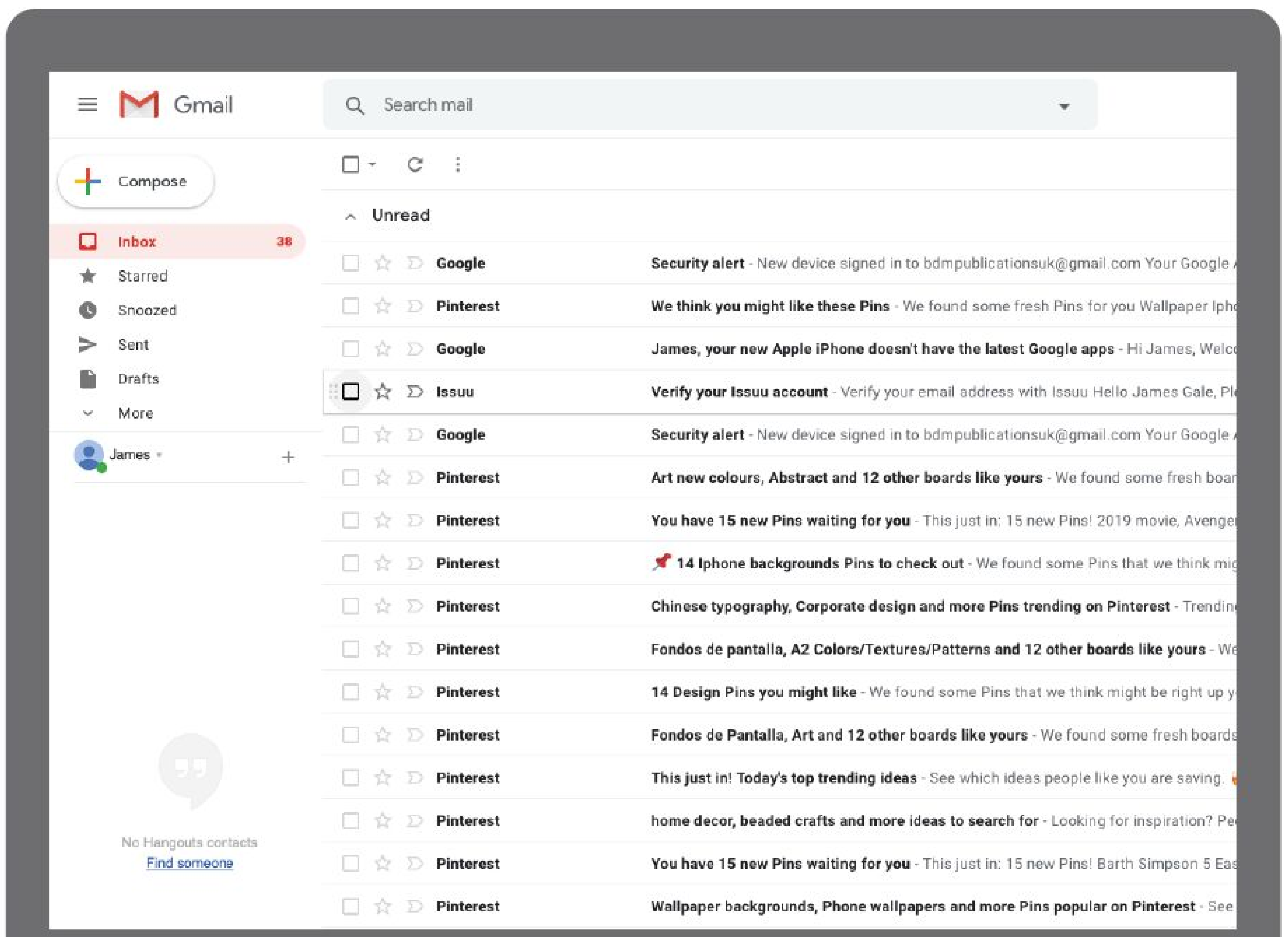
❱ This set of buttons only appears when viewing a message. They allow you to archive, delete or report the message as spam, as well as letting you move the message to a particular mailbox or apply a label. The More button reveals even more controls.

6 Conversation

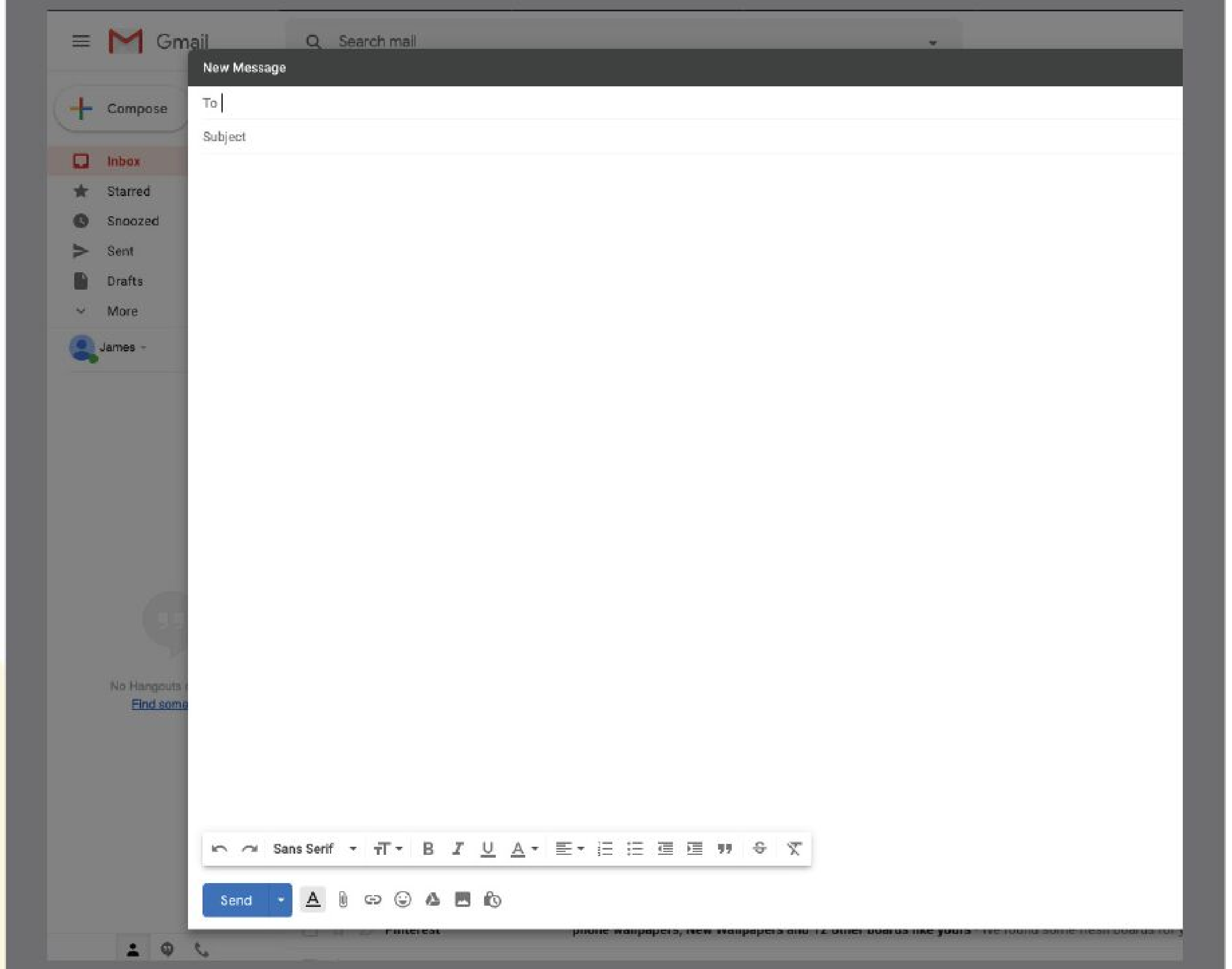
❱ Gmail displays multiple messages from a contact in a conversation format. If someone replies to your message, both the reply and the original message are shown stacked in the window. You can expand the conversation to make it easier to read.

7 Quick Reply

❱ Click anywhere in this box to start a quick reply to the last message in the conversation. To Forward a message, click the Forward tab in the quick reply window that opens. Quick reply offers the same formatting options as creating a new message does.



Google	**Security alert** - New device signed in to bdmpublicationsuk@gmail.com Your Google
Pinterest	**We think you might like these Pins** - We found some fresh Pins for you Wallpaper Iph
Google	**James, your new Apple iPhone doesn't have the latest Google apps** - Hi James, Welc
Issuu	**Verify your Issuu account** - Verify your email address with Issuu Hello James Gale, Pl
Google	**Security alert** - New device signed in to bdmpublicationsuk@gmail.com Your Google
Pinterest	**Art new colours, Abstract and 12 other boards like yours** - We found some fresh boar
Pinterest	**You have 15 new Pins waiting for you** - This just in: 15 new Pins! 2019 movie, Avenge
Pinterest	📌 **14 Iphone backgrounds Pins to check out** - We found some Pins that we think mi
Pinterest	**Chinese typography, Corporate design and more Pins trending on Pinterest** - Trendin
Pinterest	**Fondos de pantalla, A2 Colors/Textures/Patterns and 12 other boards like yours** - W
Pinterest	**14 Design Pins you might like** - We found some Pins that we think might be right up y
Pinterest	**Fondos de Pantalla, Art and 12 other boards like yours** - We found some fresh boards
Pinterest	**This just in! Today's top trending ideas** - See which ideas people like you are saving.
Pinterest	**home decor, beaded crafts and more ideas to search for** - Looking for inspiration? Pe
Pinterest	**You have 15 new Pins waiting for you** - This just in: 15 new Pins! Barth Simpson 5 Ea
Pinterest	**Wallpaper backgrounds, Phone wallpapers and more Pins popular on Pinterest** - See



How to Compose a New Mail

Google has incorporated a unique way to compose a message in Gmail which allows you to retain on screen whatever you were looking at, inbox, a message, etc. while composing a new message in a separate window. At the time of writing, this was still an optional feature but could be made standard at any time.

To activate this compose window, click the Compose button and a new window will open at the bottom right of the Gmail window. Whatever you were viewing before you clicked Compose will remain on screen but you can click through into a different mailbox or open a message without the compose window disappearing.

The new compose window contains many of the options. Click in the To field and start to type a name or email address to see a list of known contacts. The icons at the bottom let you control formatting and attachments. If you want to switch back to the old compose method, click the Send icon at the bottom of the window.

How to Customise Gmail

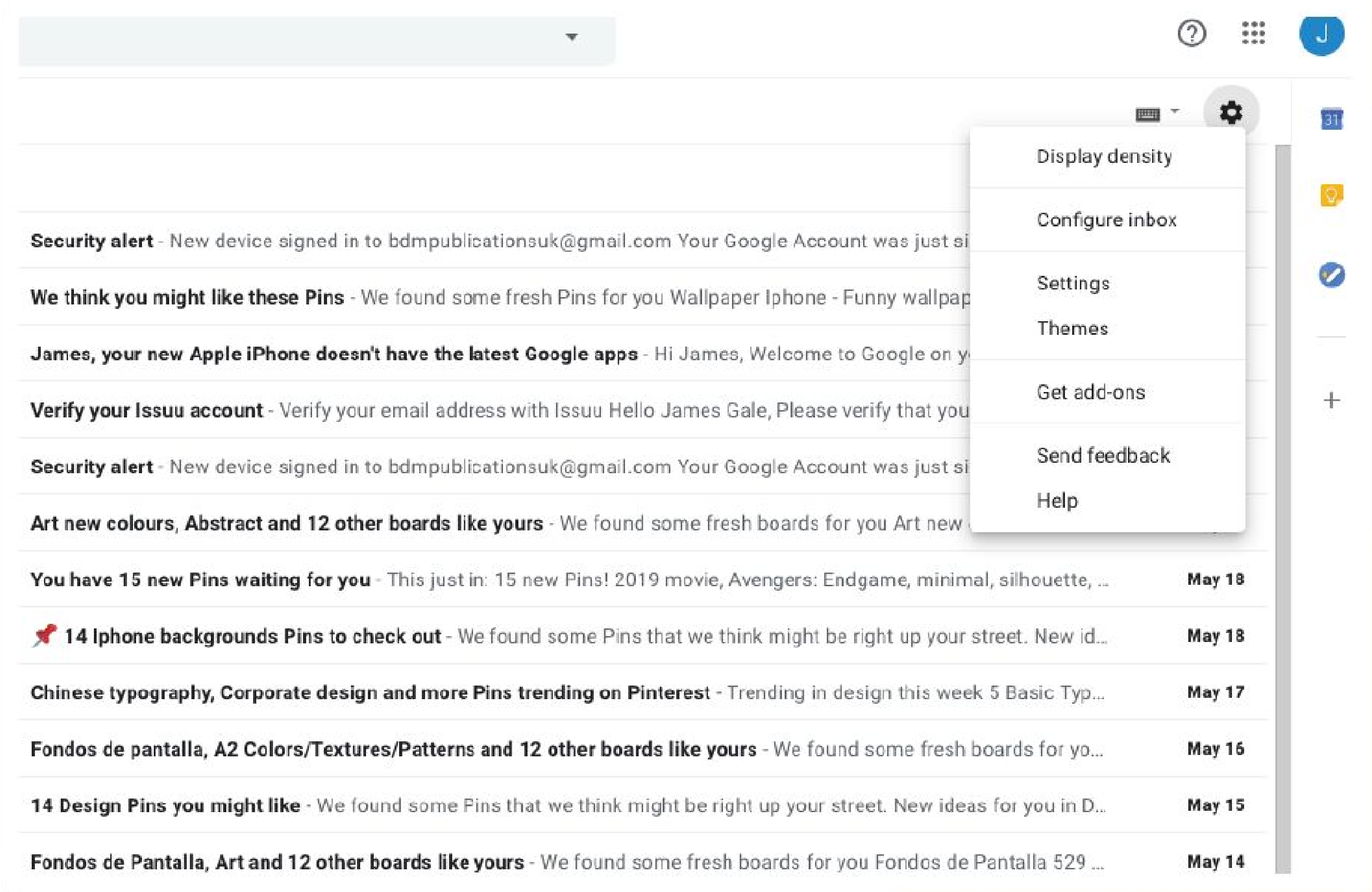
Gmail works brilliantly straight out of the box. There are, however, several things you can do to Gmail to make it suit your personal preferences more closely, from adding a theme to customising the layout of the inbox.

Apply a Theme

OK, so this isn't going to make Gmail work any better, run any faster or deliver emails in a different way but it does brighten things up a bit and makes Gmail more personal to you.

Step 1

❱ Sign in to Gmail on your computer and open the main inbox. In the top right corner of the page you will see the Settings icon (the gear icon). Click this and select Themes from the listings displayed on this page.



Security alert - New device signed in to bdmpublicationsuk@gmail.com Your Google Account was just si

We think you might like these Pins - We found some fresh Pins for you Wallpaper Iphone - Funny wallpap

James, your new Apple iPhone doesn't have the latest Google apps - Hi James, Welcome to Google on y

Verify your Issuu account - Verify your email address with Issuu Hello James Gale, Please verify that you

Security alert - New device signed in to bdmpublicationsuk@gmail.com Your Google Account was just si

Art new colours, Abstract and 12 other boards like yours - We found some fresh boards for you Art new

You have 15 new Pins waiting for you - This just in: 15 new Pins! 2019 movie, Avengers: Endgame, minimal, silhouette, ... **May 18**

14 Iphone backgrounds Pins to check out - We found some Pins that we think might be right up your street. New id... **May 18**

Chinese typography, Corporate design and more Pins trending on Pinterest - Trending in design this week 5 Basic Typ... **May 17**

Fondos de pantalla, A2 Colors/Textures/Patterns and 12 other boards like yours - We found some fresh boards for yo... **May 16**

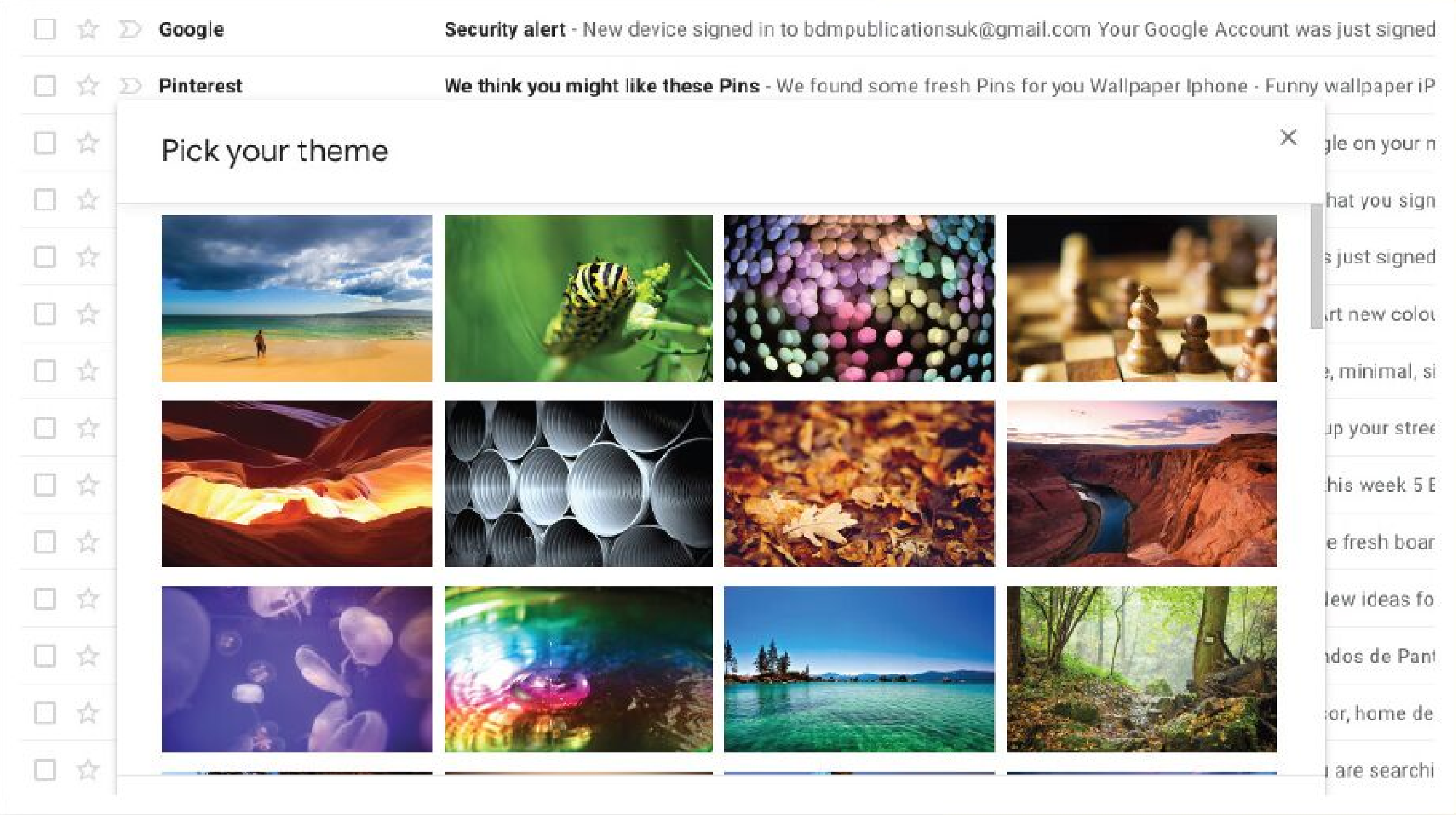
14 Design Pins you might like - We found some Pins that we think might be right up your street. New ideas for you in D... **May 15**

Fondos de Pantalla, Art and 12 other boards like yours - We found some fresh boards for you Fondos de Pantalla 529 ... **May 14**

Display density
Configure inbox
Settings
Themes
Get add-ons
Send feedback
Help

Step 2

❱ The available themes are split up into categories, with basic colour themes at the top of the page, then HD themes that use background images, custom themes and classic Gmail themes.



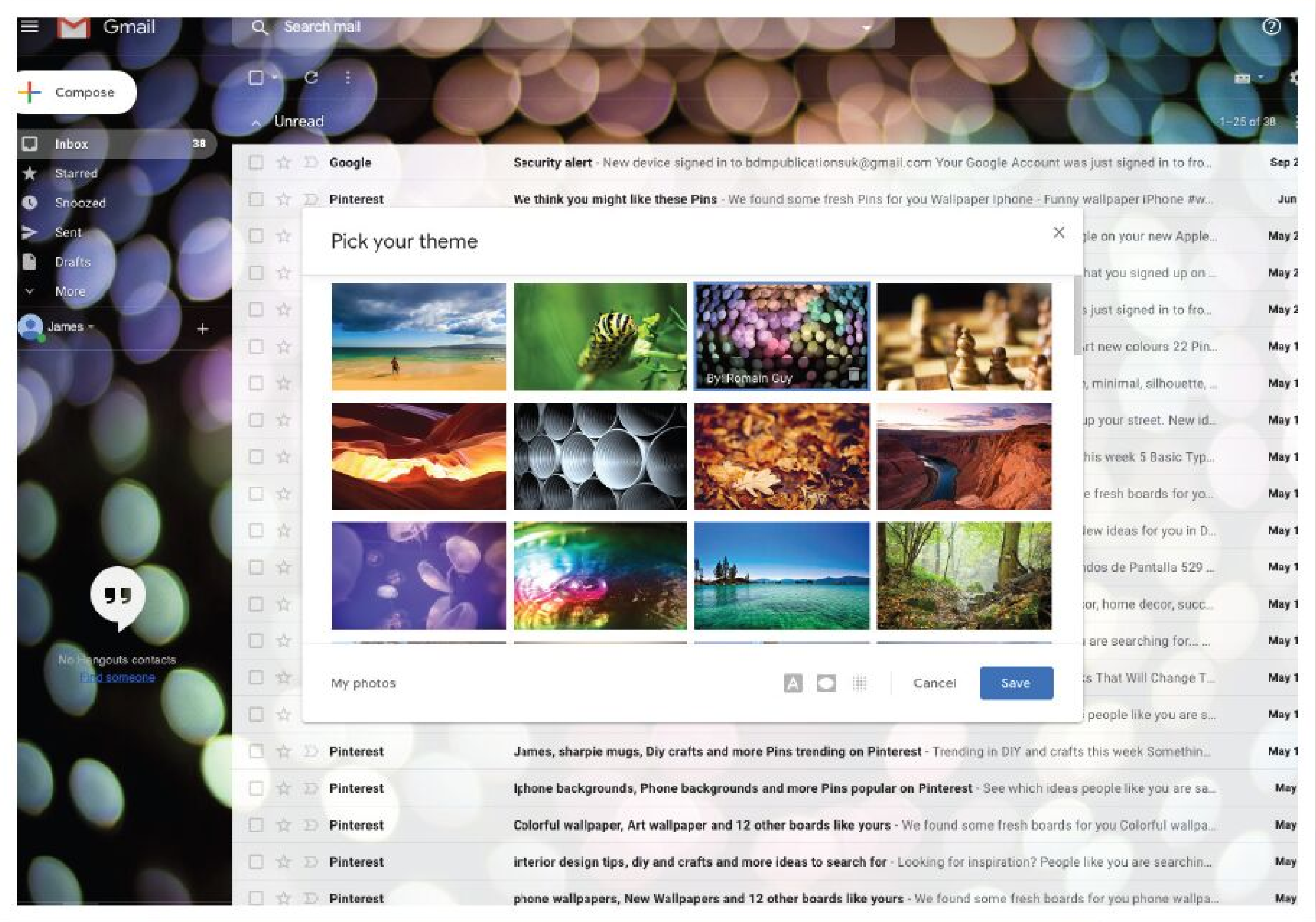
Google **Security alert** - New device signed in to bdmpublicationsuk@gmail.com Your Google Account was just signed

Pinterest **We think you might like these Pins** - We found some fresh Pins for you Wallpaper Iphone - Funny wallpaper iP

Pick your theme

Step 3

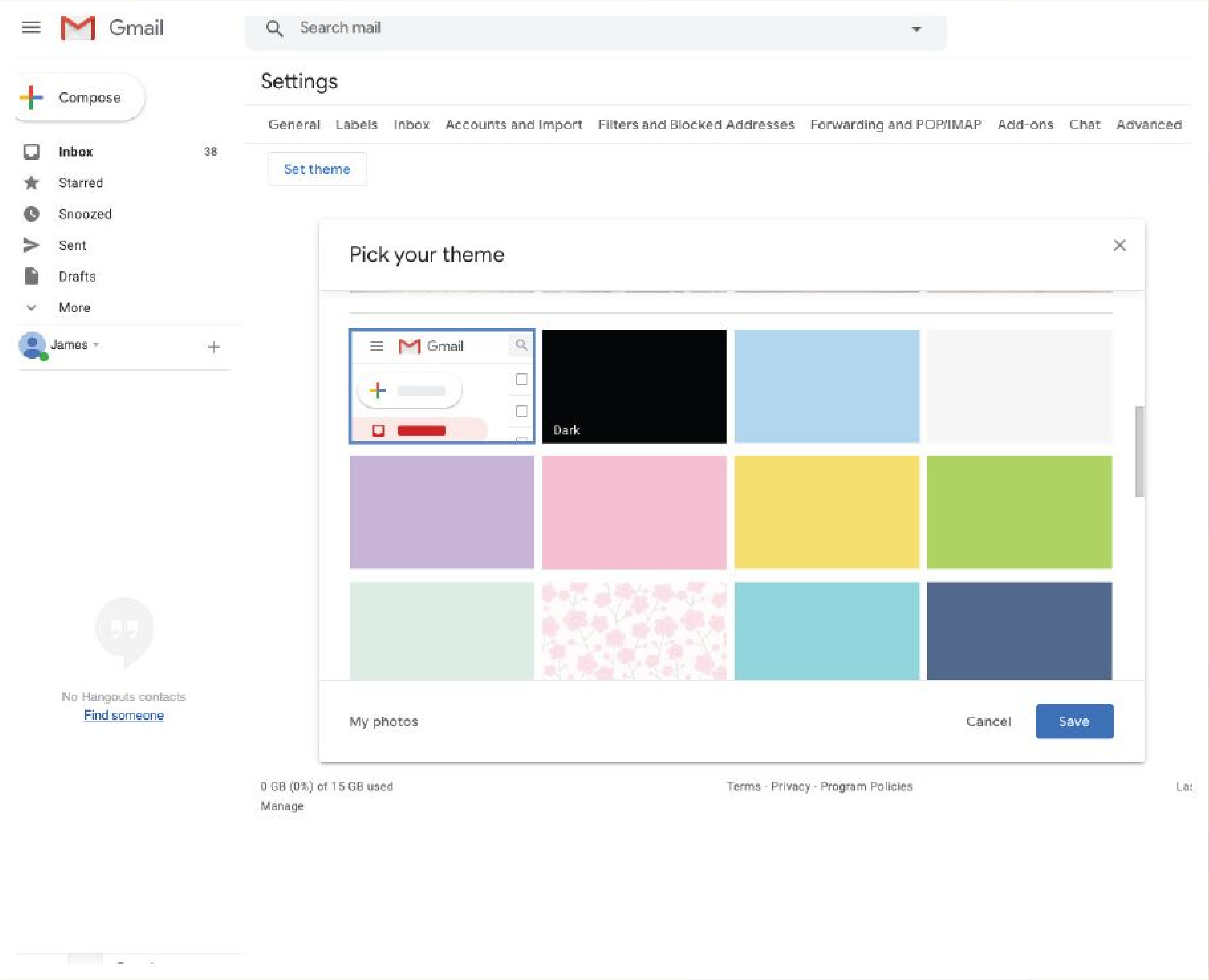
❱ Click on any theme to activate it. You will see the background change, allowing you to preview the theme without leaving the themes page. If you find one you like, simply select it and then click back to the inbox.



Gmail
Search mail
Compose
Inbox
Starred
Snoozed
Sent
Drafts
More
Unread
Pick your theme
My photos
Cancel
Save

Step 4

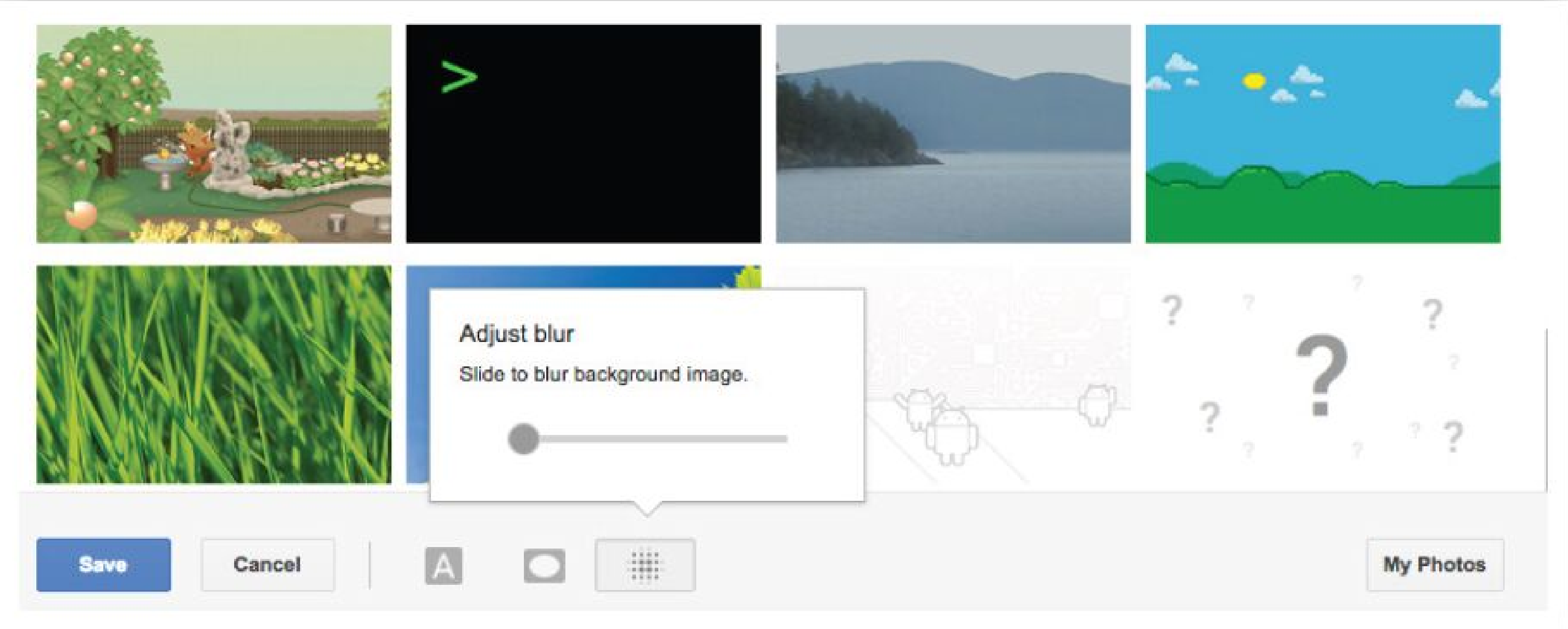
❱ Custom themes let you get a bit more creative. Click on either Light or Dark custom and then choose an image. You can use a preselected image or use one of your own by clicking My Photos.



Gmail
Search mail
Settings
General
Labels
Inbox
Accounts and Import
Filters and Blocked Addresses
Forwarding and POP/IMAP
Add-ons
Chat
Advanced
Set theme
Compose
Inbox
Starred
Snoozed
Sent
Drafts
More
James
Pick your theme
Dark
No Hangouts contacts
Find someone
My photos
Cancel
Save
Terms · Privacy · Program Policies
Manage

Step 5

❱ Once you have Chosen the Theme you wish to show on your Google Mail page, you can also add a customisable level of blur to the image which may make some text easier to read. To do this click the third icon to the right of the Cancel button.

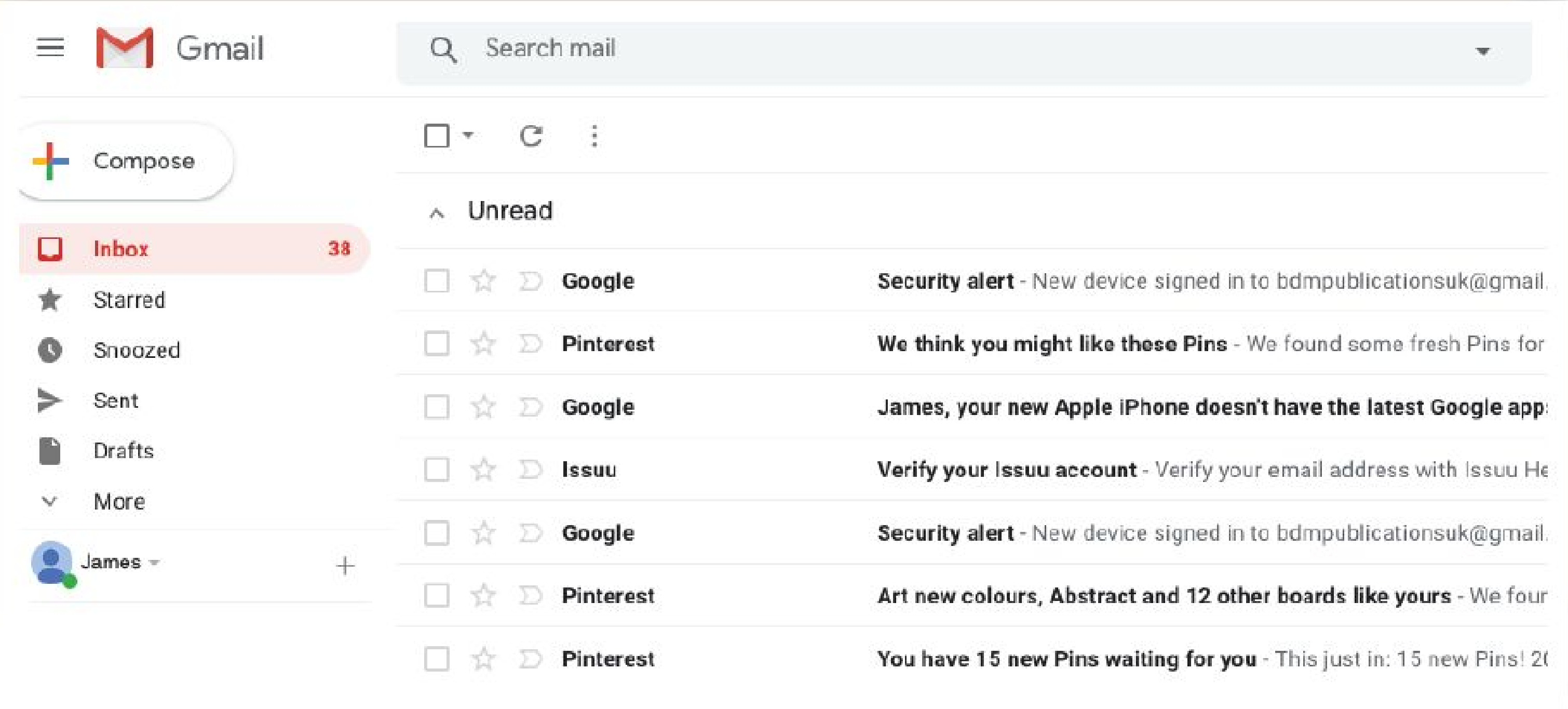

Adjust blur
Slide to blur background image.
Save
Cancel
My Photos

Customise the Inbox

You can easily customise the main inbox to show important or starred emails in a separate section at the top of the page.

Step 1

❱ Log in to Gmail and click on the main inbox to select it. With the main inbox displayed, hover the mouse pointer over the inbox label and you should see a small, downward-pointing arrow.

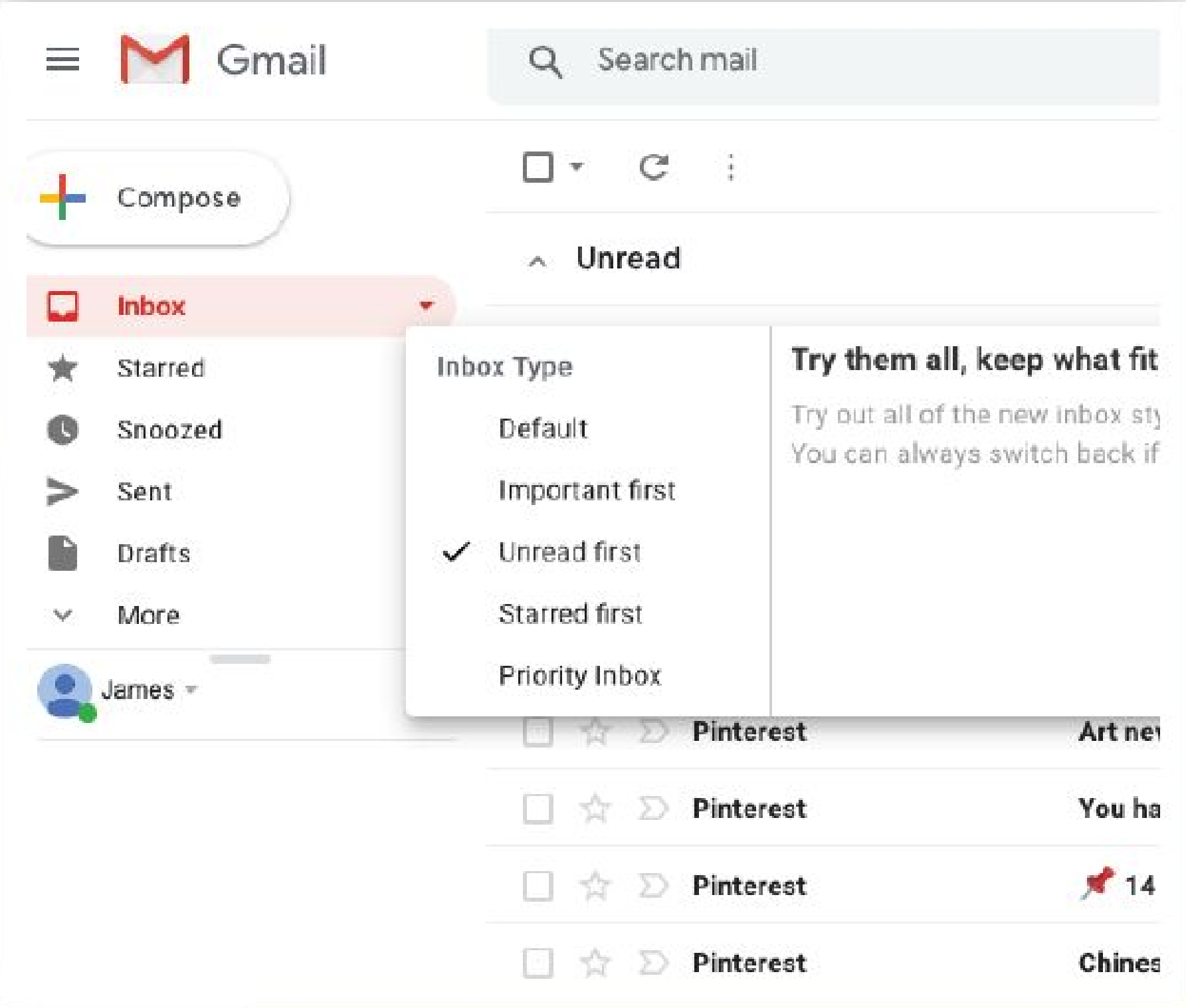

Gmail
Search mail
Compose
Inbox 38
Starred
Snoozed
Sent
Drafts
More
James

Unread

Google — **Security alert** - New device signed in to bdmpublicationsuk@gmail.
Pinterest — **We think you might like these Pins** - We found some fresh Pins for
Google — **James, your new Apple iPhone doesn't have the latest Google app:**
Issuu — **Verify your Issuu account** - Verify your email address with Issuu He
Google — **Security alert** - New device signed in to bdmpublicationsuk@gmail.
Pinterest — **Art new colours, Abstract and 12 other boards like yours** - We four
Pinterest — **You have 15 new Pins waiting for you** - This just in: 15 new Pins! 2(

Step 2

❱ Click on the arrow to see a small menu. Here you can choose the way emails are displayed in the inbox. Roll over each of the settings to read a short description of how they work.

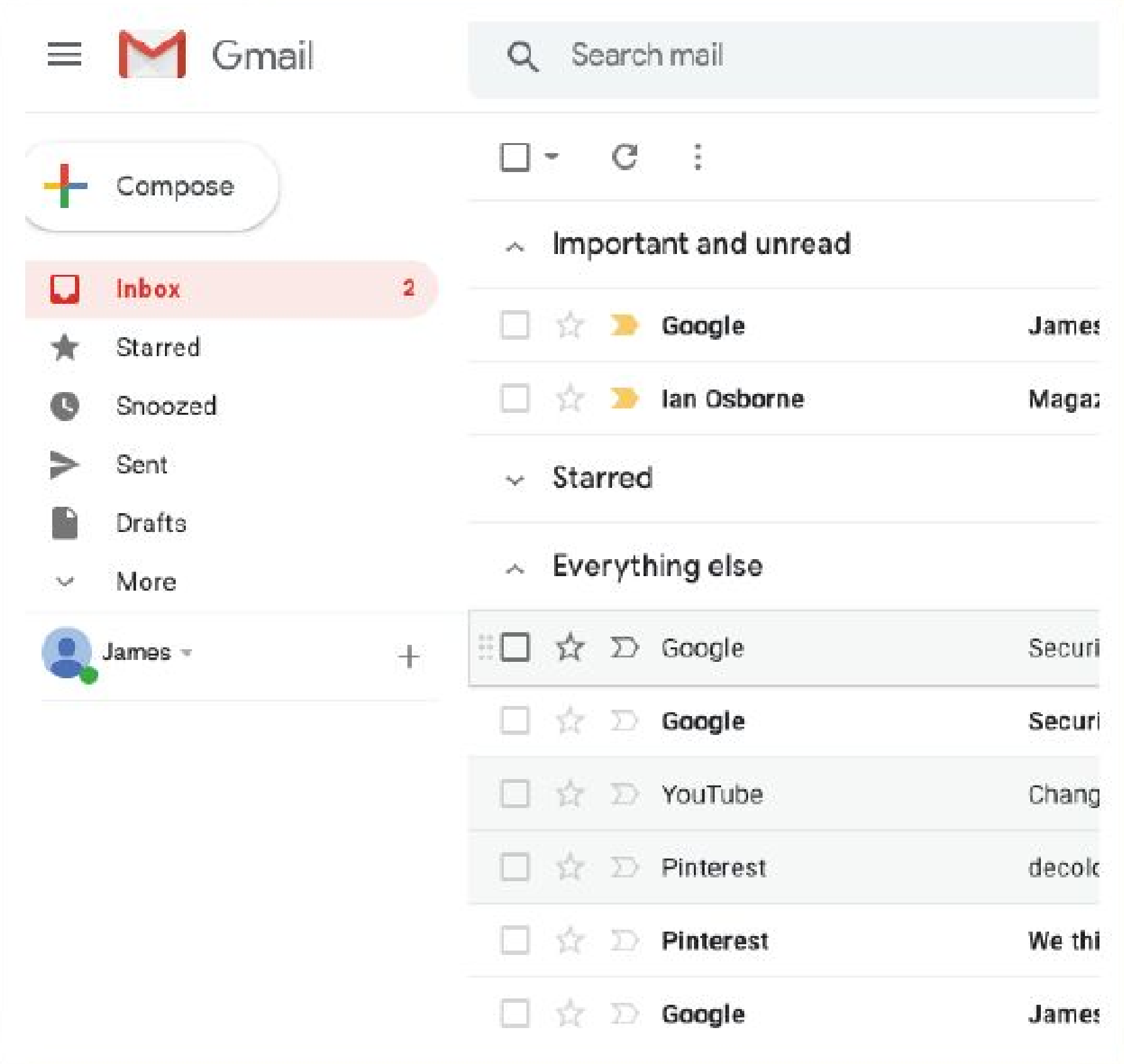

Gmail
Search mail
Compose
Inbox
Starred
Snoozed
Sent
Drafts
More
James
Unread
Pinterest
Pinterest
Pinterest
Pinterest

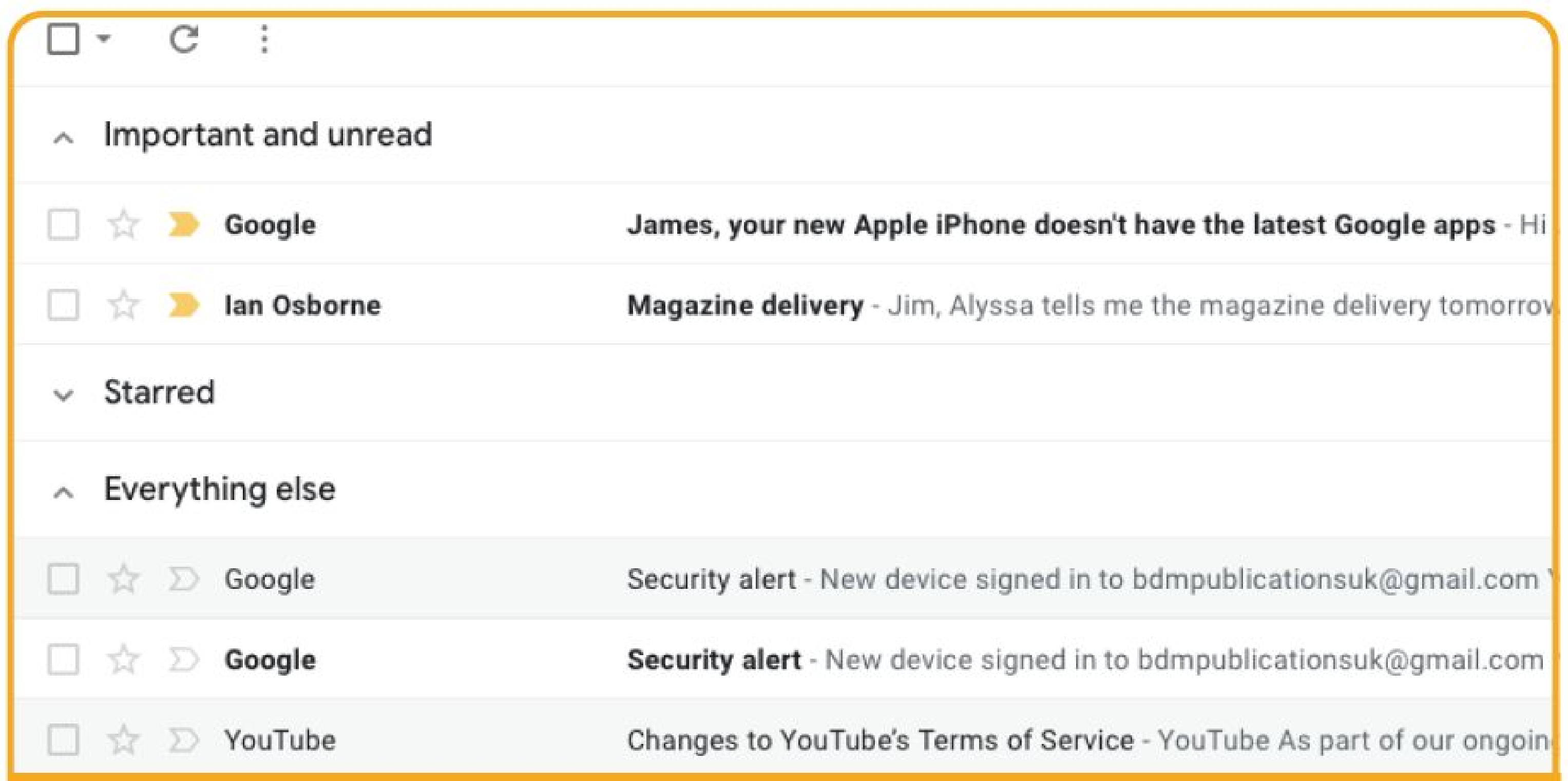
Inbox Type
- Default
- Important first
- ✓ Unread first
- Starred first
- Priority Inbox

Try them all, keep what fit
Try out all of the new inbox sty
You can always switch back if

Step 3

❱ Choose a display option and you will see the inbox split into sections. At the right-hand side of each section heading, another drop-down menu lets you further customise the section: number of emails to display, etc.


Gmail
Search mail
Compose
Inbox 2
Starred
Snoozed
Sent
Drafts
More
James
Important and unread
Google
Ian Osborne
Starred
Everything else
Google
Google
YouTube
Pinterest
Pinterest
Google



Important and unread

Google — **James, your new Apple iPhone doesn't have the latest Google apps** - Hi
Ian Osborne — **Magazine delivery** - Jim, Alyssa tells me the magazine delivery tomorrow

Starred

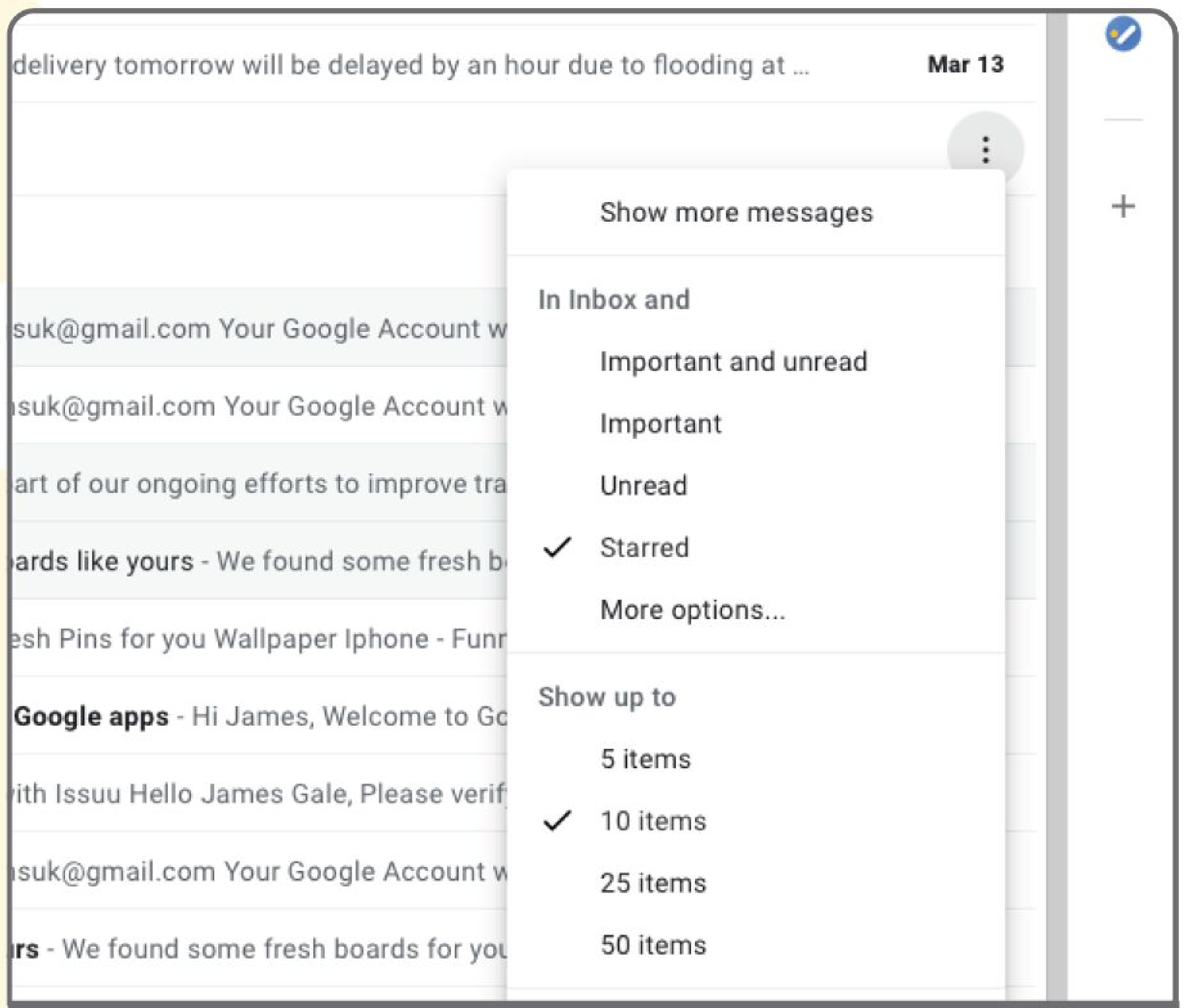
Everything else

Google — Security alert - New device signed in to bdmpublicationsuk@gmail.com
Google — **Security alert** - New device signed in to bdmpublicationsuk@gmail.com
YouTube — Changes to YouTube's Terms of Service - YouTube As part of our ongoin

Importance Markers

How exactly does Gmail decide if an email is important to you or not? The answer, is very cleverly and sometimes with a bit of help from you. Gmail displays different coloured markers next to emails to indicate different types of messages. A yellow marker means that a message is important. An empty (white) marker means that the message is not seen as important.

If you want to know why a message was classified as important, you can hover your mouse over the importance marker in order to see the main reason why. To teach Gmail that messages from a certain contact are important, all you need to do is find an email from that person and click on the unfilled importance marker.



delivery tomorrow will be delayed by an hour due to flooding at ... **Mar 13**

Show more messages

In Inbox and
- Important and unread
- Important
- Unread
- ✓ Starred
- More options...

Show up to
- 5 items
- ✓ 10 items
- 25 items
- 50 items

Show or Hide Labels

On the left-hand side of the Gmail interface is a list of your different mailboxes and labels. Preset mailboxes (or System Labels) include Important, Starred, Sent Mail and Drafts. It is useful to have links to your labels displayed here, but you can hide them if you wish. Click on Settings and then click on the Labels tab at the top of the page. You will see a full list of all your labels, with a show and hide link next to each. You can simply go down the list hiding those labels you don't wish to see in the sidebar.

Dealing with Gmail Spam

If you find that spam emails are still getting through the built-in filters and being displayed with your other emails, you can do several things to improve detection and removal of these unwanted messages.

Do I Need to Worry About Spam Emails?

That's a good question with a potentially very long answer, but in short, yes, spam email is best avoided. Junk or spam emails are unsolicited/requested messages sent in bulk by email.

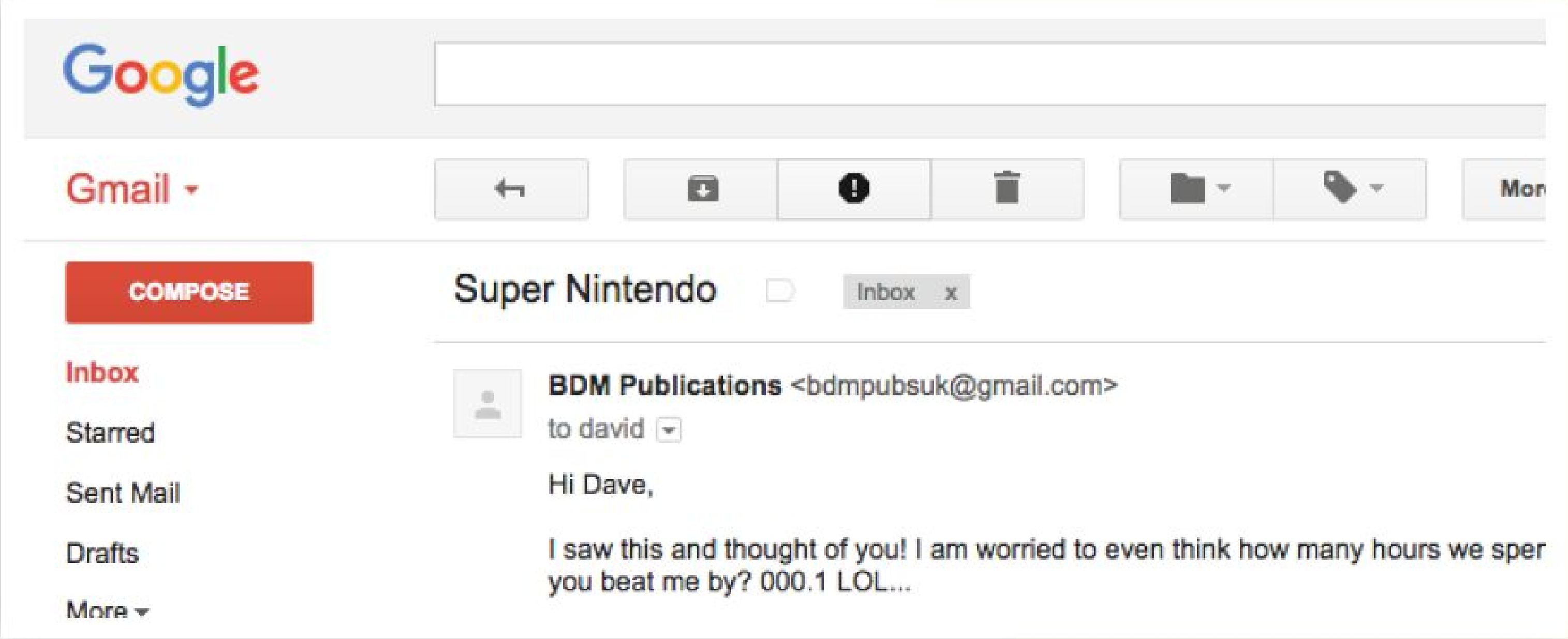
Email spam has steadily grown since the early 1990s and by 2014 were estimated to make up around 90% of email messages sent. Most spam email messages are commercial in nature and albeit harmless, they are annoying. However, some can also be dangerous because they may contain links that lead to phishing web sites, or sites that are hosting malware, or include malware as file attachments.

With this in mind, it is always best to approach spam with caution and following this guide will better equip you to avoid spam as a whole.

Report and Remove Spam

Step 1

❱ Removing spam from your inbox is easy. Click on the message you want to remove and look for the ! button above the message box. Clicking this will remove the spam message and report it to Google.



Super Nintendo

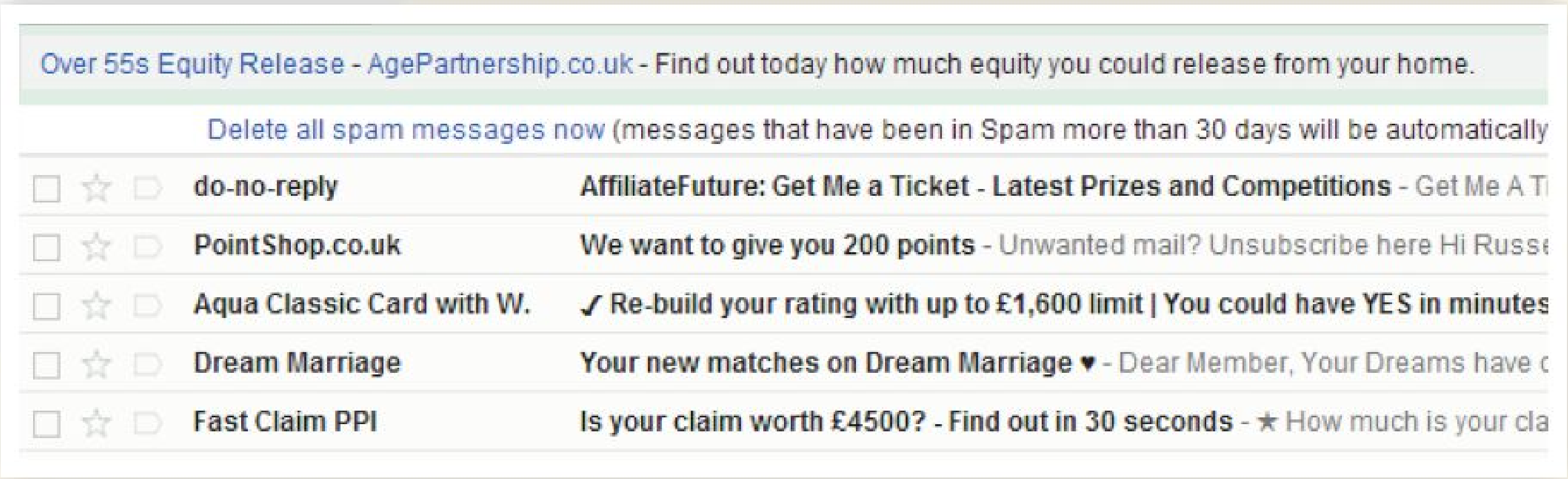
BDM Publications <bdmpubsuk@gmail.com>
to david

Hi Dave,

I saw this and thought of you! I am worried to even think how many hours we sper
you beat me by? 000.1 LOL...

Step 2

❱ If you want to remove the spam that is collecting in the spam mailbox, the spam mailbox will only appear in your labels when spam has been detected and moved into it, click the mailbox and then click "Delete all spam messages now".



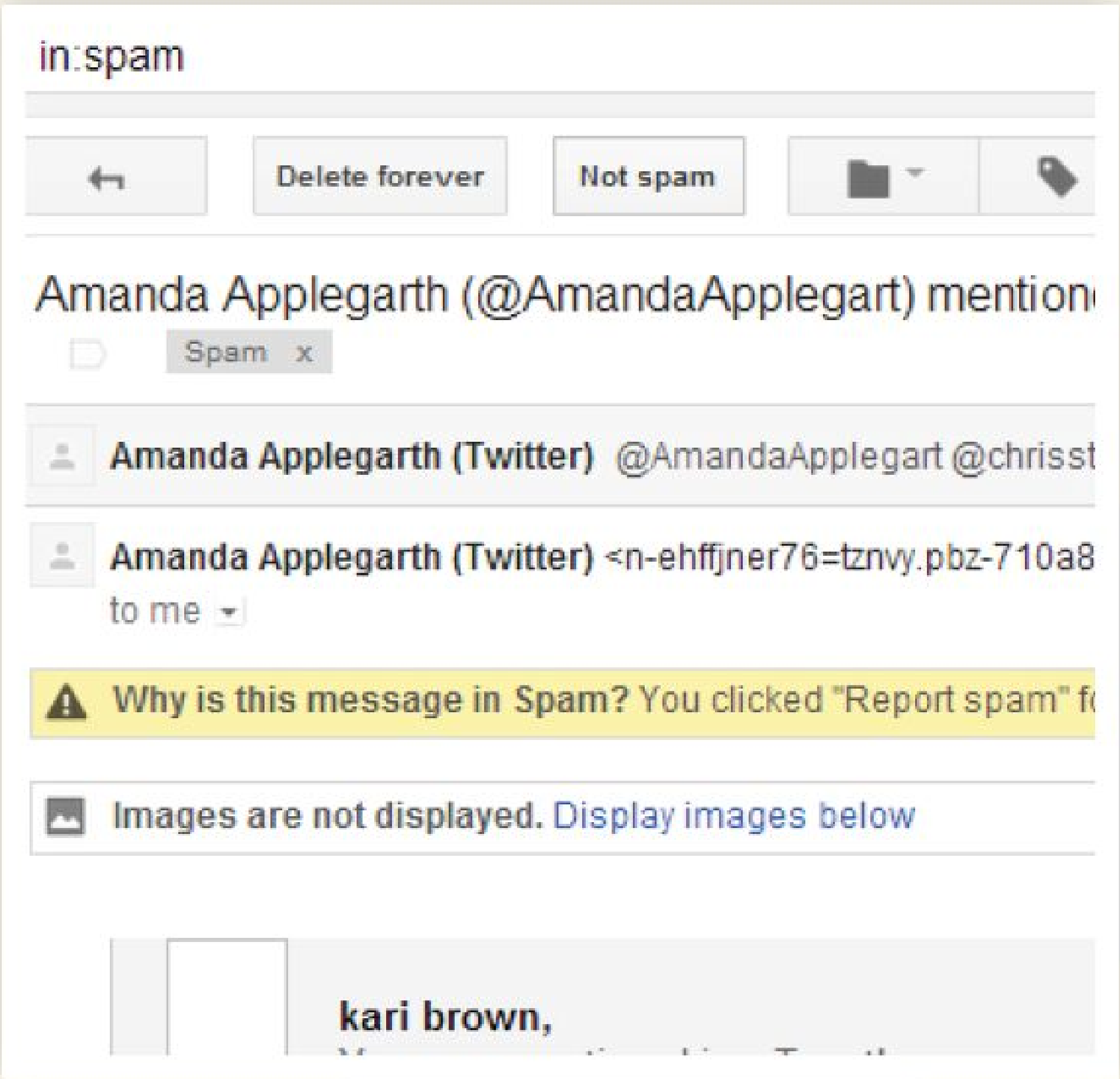
Over 55s Equity Release - AgePartnership.co.uk - Find out today how much equity you could release from your home.

Delete all spam messages now (messages that have been in Spam more than 30 days will be automatically

do-no-reply	**AffiliateFuture: Get Me a Ticket - Latest Prizes and Competitions** - Get Me A T
PointShop.co.uk	**We want to give you 200 points** - Unwanted mail? Unsubscribe here Hi Russe
Aqua Classic Card with W.	**✓ Re-build your rating with up to £1,600 limit | You could have YES in minutes**
Dream Marriage	**Your new matches on Dream Marriage ♥** - Dear Member, Your Dreams have c
Fast Claim PPI	**Is your claim worth £4500? - Find out in 30 seconds** - ★ How much is your cla

Step 3

❱ If you see a message in the spam mailbox which has been moved there incorrectly (i.e. it is not spam), you can correct the mistake by selecting it and clicking Not Spam from the options above it.



Amanda Applegarth (@AmandaApplegart) mention

Amanda Applegarth (Twitter) @AmandaApplegart @chrisst

Amanda Applegarth (Twitter) <n-ehffjner76=tznvy.pbz-710a8
to me

⚠ **Why is this message in Spam?** You clicked "Report spam" f

Images are not displayed. Display images below

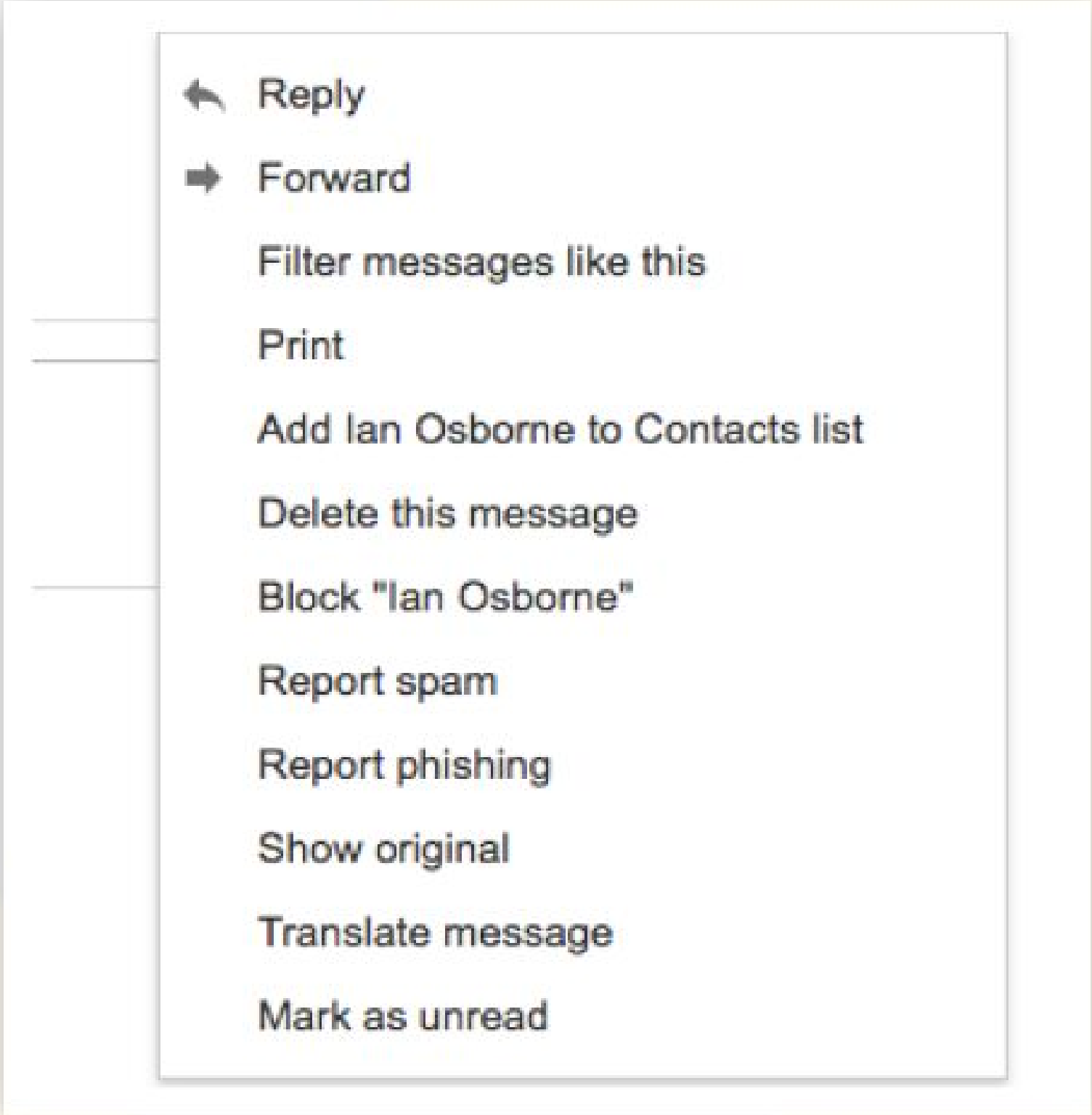
kari brown,

Creating Filters

Another way to deal with unwanted emails, particularly if you are getting lots of emails from one particular address, is to set up a filter.

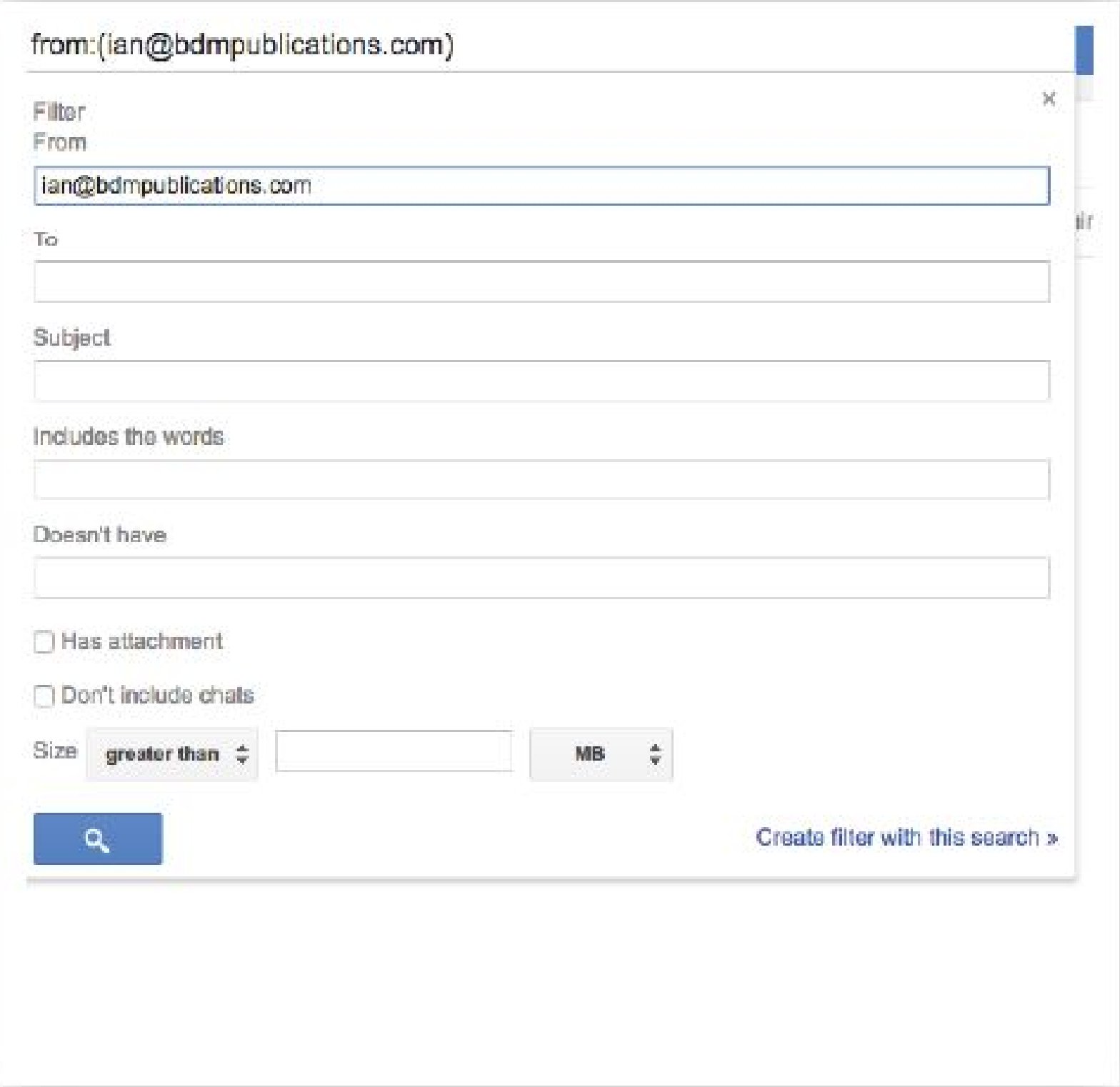
Step 1

❱ Open the inbox and find a message from the contact you want to filter. Click on the message to open it. Click on the More button to the right of the buttons above the message, and select Filter Messages Like These from the menu.



Step 2

❱ In the box that appears, the email address of the sender will be automatically entered. You can add extra triggers to the filter such as certain words or recipient addresses. Next, click Create filter with this search.



from:(ian@bdmpublications.com)

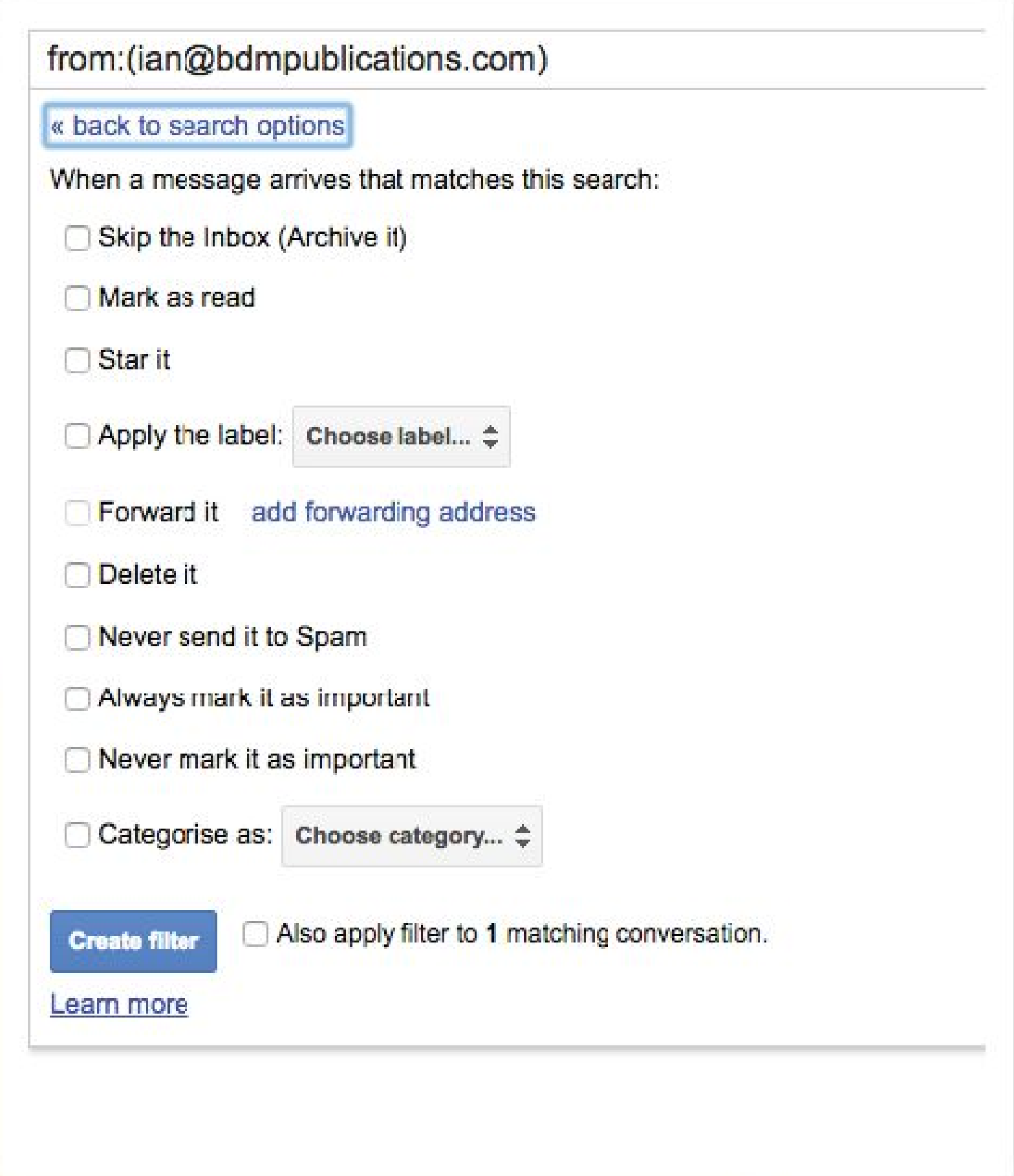
Filter

From: ian@bdmpublications.com

To
Subject
Includes the words
Doesn't have
☐ Has attachment
☐ Don't include chats
Size greater than MB
Create filter with this search »

Step 3

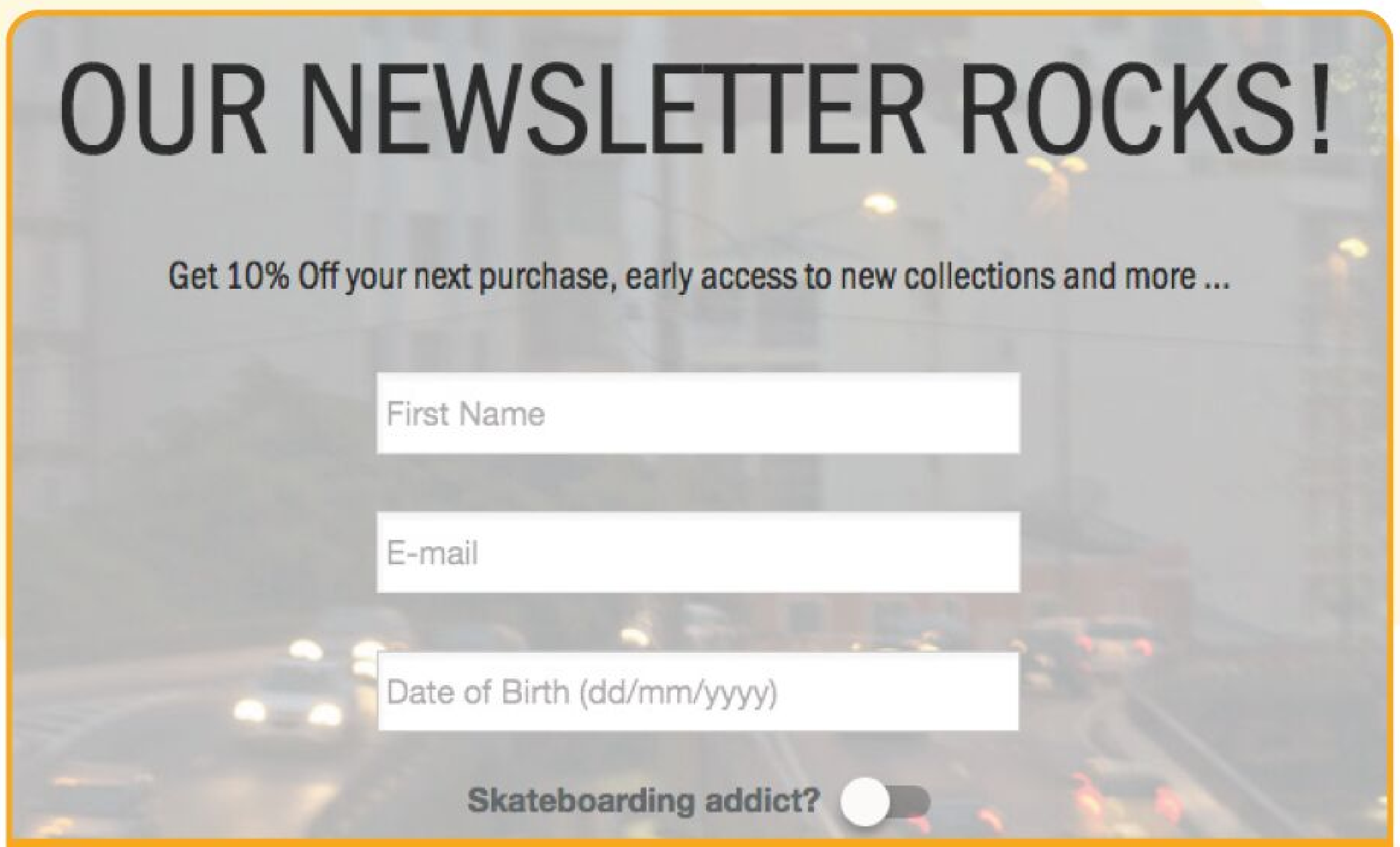
❱ You can now decide what to do with messages that trigger this filter. There are numerous options, and not just options for spam messages. For the purpose of this guide, choose Delete it. Click Create Filter to finish.



from:(ian@bdmpublications.com)

When a message arrives that matches this search:

« back to search options
☐ Skip the Inbox (Archive it)
☐ Mark as read
☐ Star it
☐ Apply the label: Choose label...
☐ Forward it add forwarding address
☐ Delete it
☐ Never send it to Spam
☐ Always mark it as important
☐ Never mark it as important
☐ Categorise as: Choose category...
Create filter
☐ Also apply filter to 1 matching conversation.
Learn more

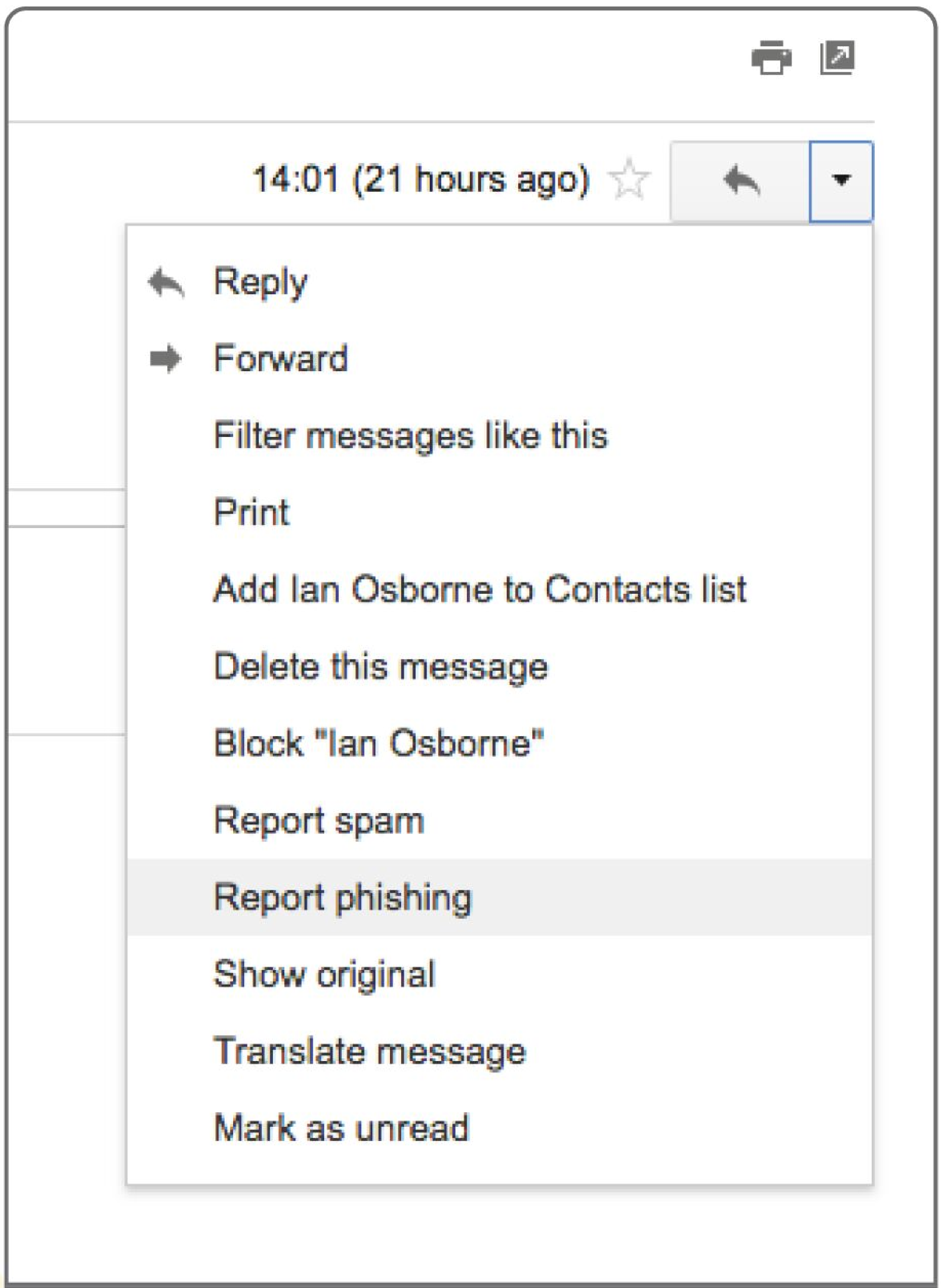


OUR NEWSLETTER ROCKS!
Get 10% Off your next purchase, early access to new collections and more ...
First Name
E-mail
Date of Birth (dd/mm/yyyy)
Skateboarding addict?

Protect Your Email Address

One of the very best ways of ensuring that spam does not become the bane of your life is to protect your email at all times. Entering your email address onto websites that you don't fully trust or posting the address on blogs and forums, will almost certainly lead to a whole heap of spam heading your way. Automated software (bots) scan through millions of web pages to find email addresses, which are then used by spammers to flood your inbox with unwanted emails.

If you do need to write your email on a blog or forum (in the signature for example), write it in a way that a non-human reader would not understand. For example, you could write it as john dot doe at gmail dot com (instead of john.doe@gmail.com). A human should understand how to write that email address properly.



14:01 (21 hours ago)
Reply
Forward
Filter messages like this
Print
Add Ian Osborne to Contacts list
Delete this message
Block "Ian Osborne"
Report spam
Report phishing
Show original
Translate message
Mark as unread

What is Phishing?

Phishing is the process of trying to find private information such as PIN numbers, passwords and user names by trickery. Sometimes spammers create fake websites that look for example, like a well-known bank's login page. You will then get an email pretending to be from that bank, asking you to confirm your login or change some settings by clicking a link to the fake website. When you enter your email and password on one of these pages, the spammer records your information and keeps it.

Remember that banks or credit card companies will never ask you to email them your password or click on links in emails. If you are in any doubt as to the legitimacy of an email and the links within, the first thing to check is the link. Without clicking it, roll your mouse pointer over the link and look at the information that appears at the bottom of the browser window. This will show you the actual link address, letting you check whether it looks OK. If you really want to check your online bank, open a new browser window and navigate to your bank's page normally.

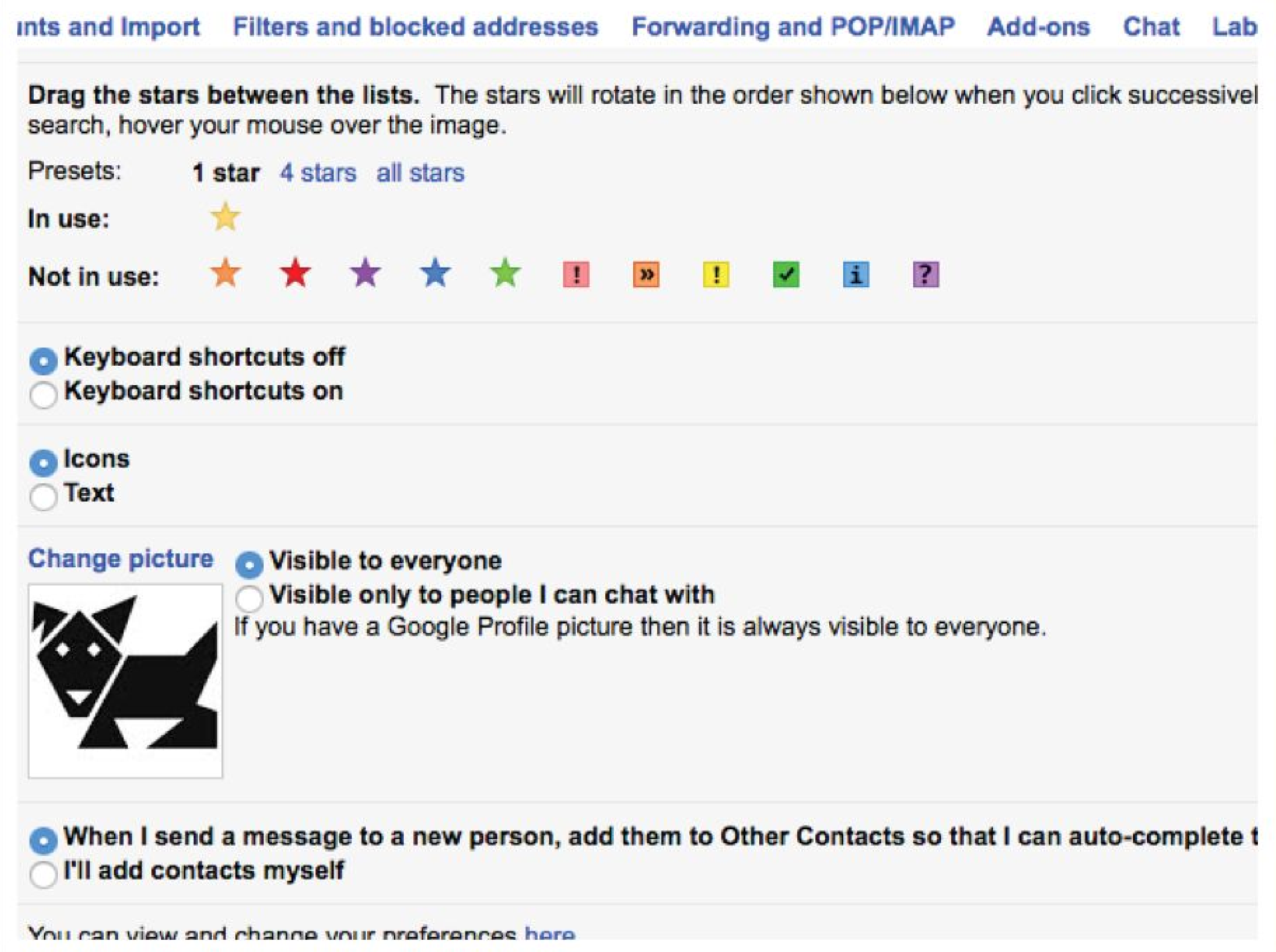
If the message seems like an attempt to get your personal information, click Report Phishing from the message options menu (arrow to the right of the Reply button) to help Gmail and Google learn from such attempts.

Gmail User Tips and Tricks

You can be up and running with the basic Gmail in seconds, or you can spend ages customising it and getting it set up in several different ways. Even if you have been using Gmail for a while, there are probably dozens of tricks that you never even knew were possible.

Add Stars to Messages

› You can mark a conversation or message that appears next to the item in your inbox with a star. Stars can be an eye catching way to mark a special message or even a great visual reminder to follow up on an item later. Stars will only appear to you and not to anyone else, so you won't offend your friends by starring their messages rather than reading them. To star a message from your inbox, just click the Star icon next to the sender's name. You can also add a star when reading a message by clicking the icon on the top right of the message.



Drag the stars between the lists. The stars will rotate in the order shown below when you click successivel
search, hover your mouse over the image.

Presets: **1 star** 4 stars all stars

In use: ★

Not in use: ★ ★ ★ ★ ★ ! » ! ✓ i ?

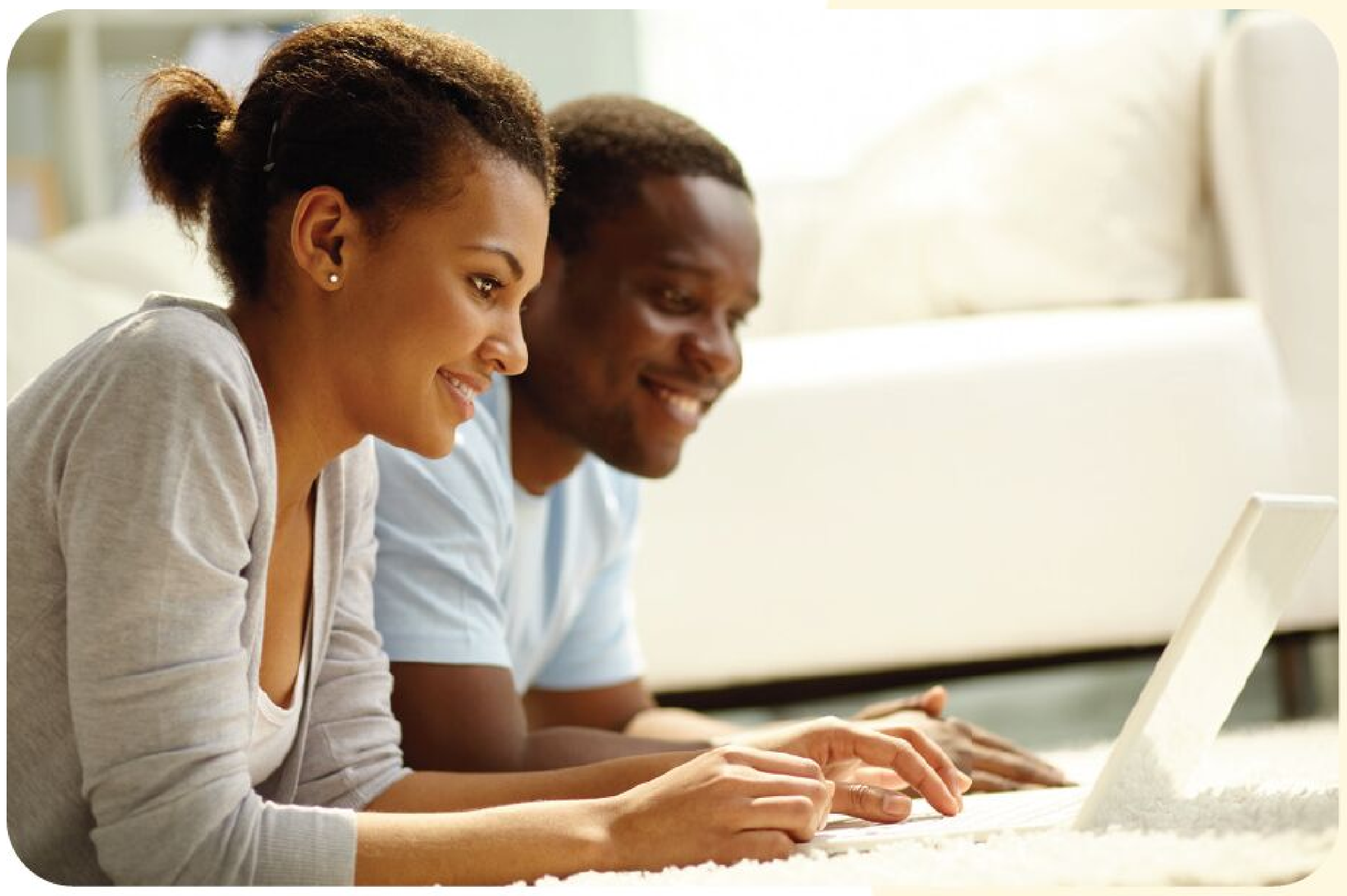
● **Keyboard shortcuts off**
○ **Keyboard shortcuts on**

● **Icons**
○ **Text**

Change picture
● **Visible to everyone**
○ **Visible only to people I can chat with**
If you have a Google Profile picture then it is always visible to everyone.

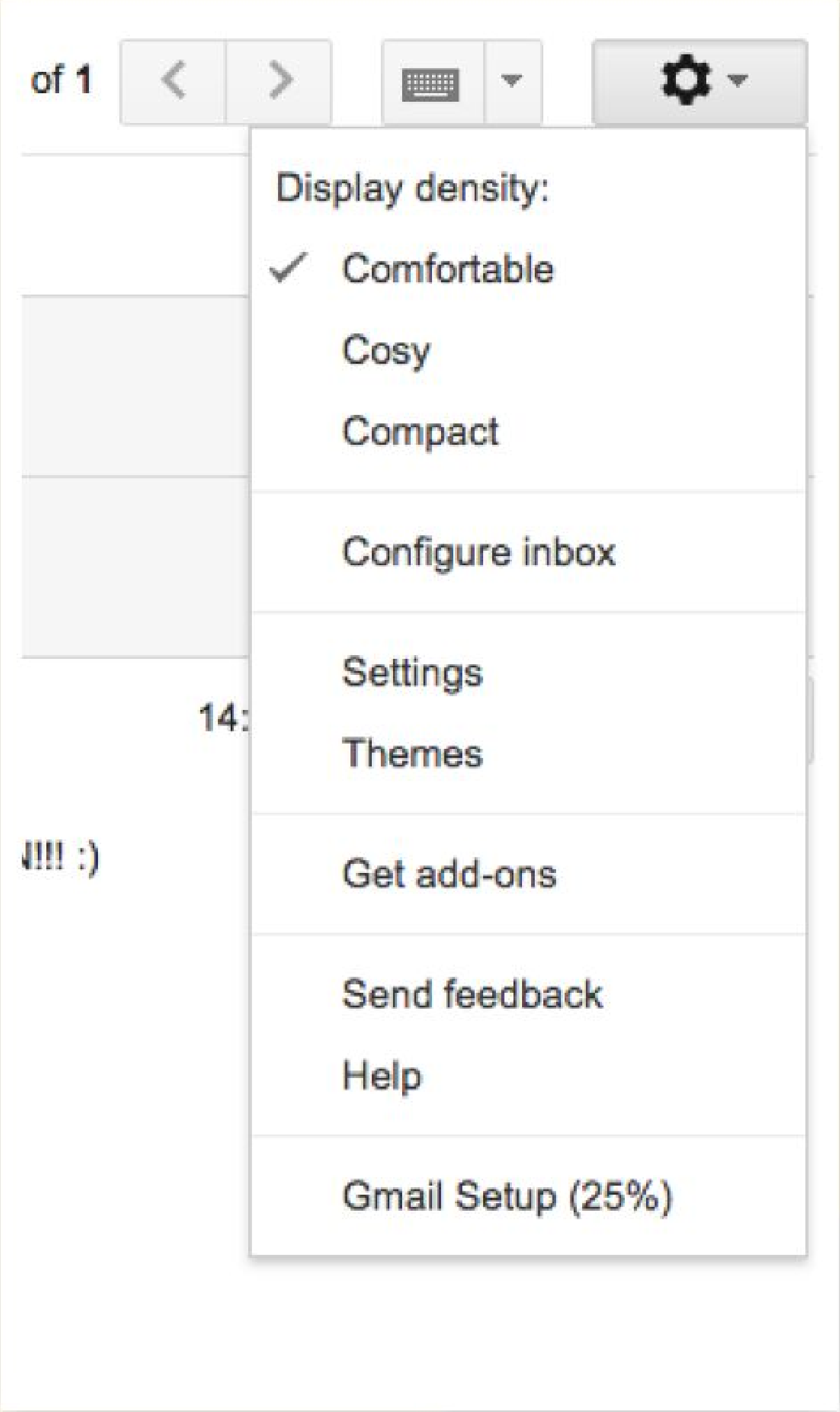
● **When I send a message to a new person, add them to Other Contacts so that I can auto-complete t**
○ **I'll add contacts myself**

You can view and change your preferences here



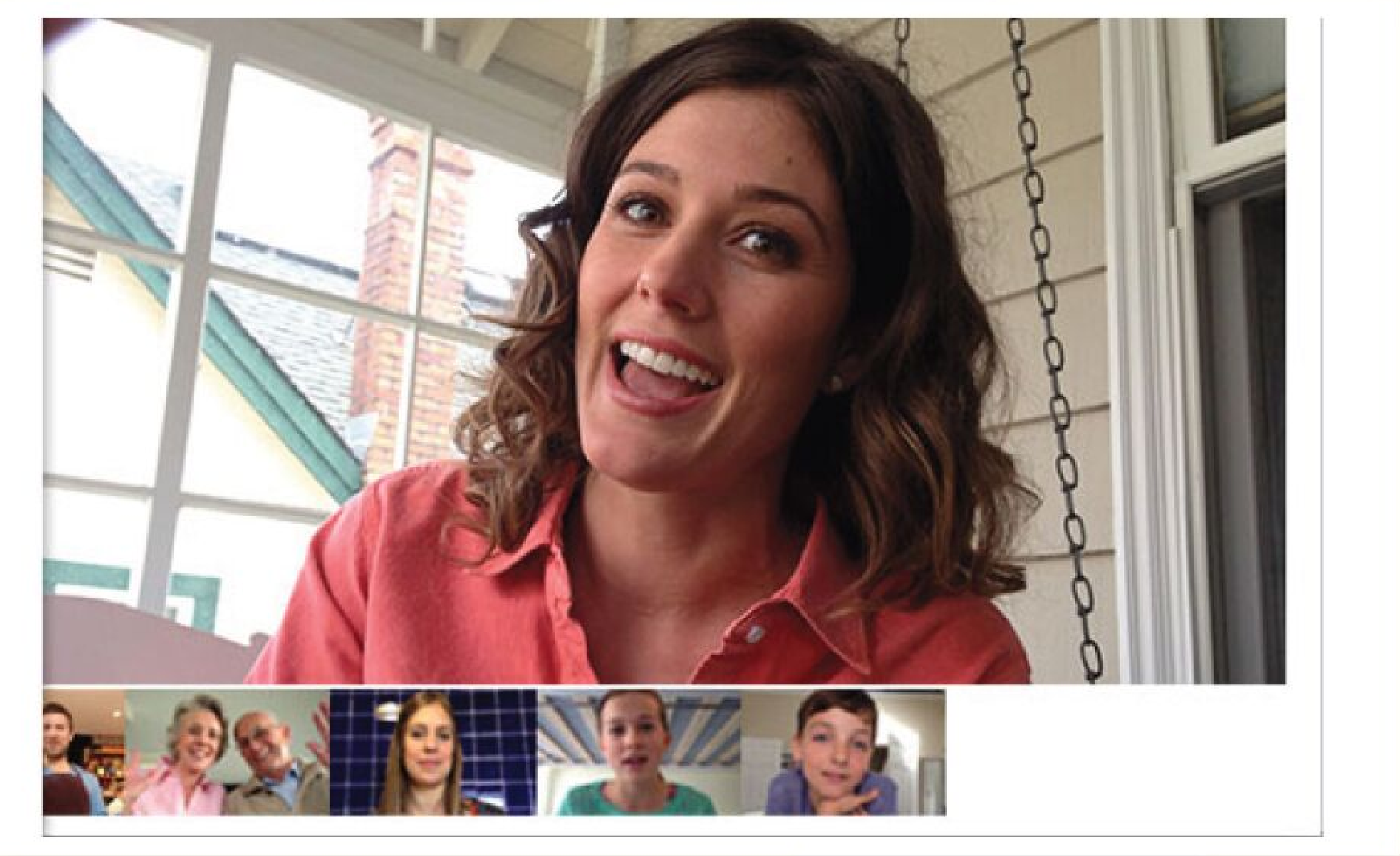
Customise Display Density

› Gmail automatically adjusts the amount or "density" of information on a page when you adjust your browser window or when you use different sized screens. If you prefer a denser view whatever size your monitor, you can set a limit on your Default Density. This setting reflects the lowest density (the most space) permitted for your account. Choose how many messages are on your screen at a time by clicking on the gear icon and then selecting from Comfortable, Cosy or Compact.



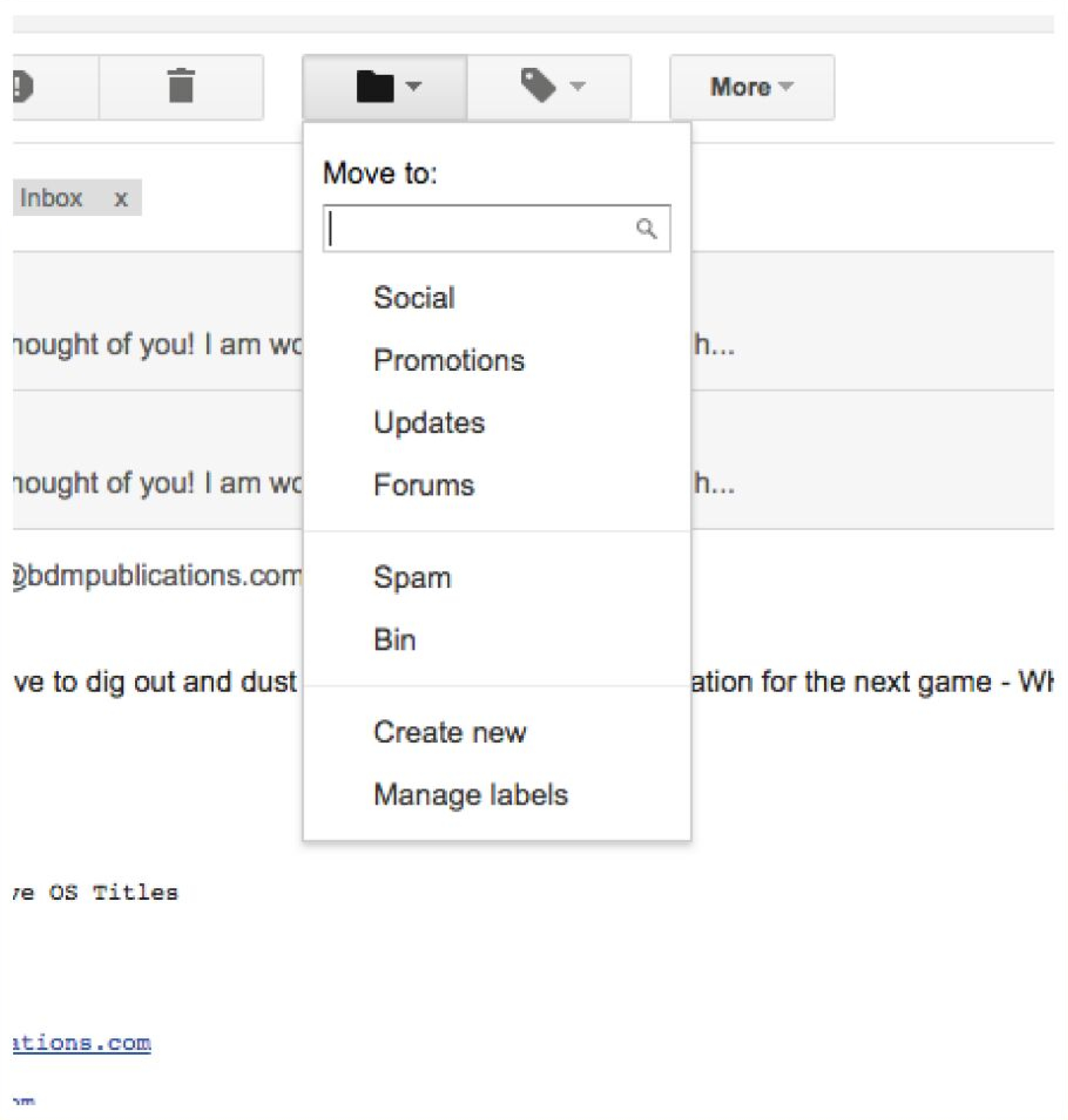
Voice and Video Chat

› With Gmail, you can now use voice and video chat services such as Google+. From within these services, you can have an actual conversation with someone or even chat face-to-face over video. To get started, download the voice and video chat plug-in from www.google.com/chat/video, quit all open browser windows and install the plug-in. Sign in to Gmail, Google+ or Chrome OS device.



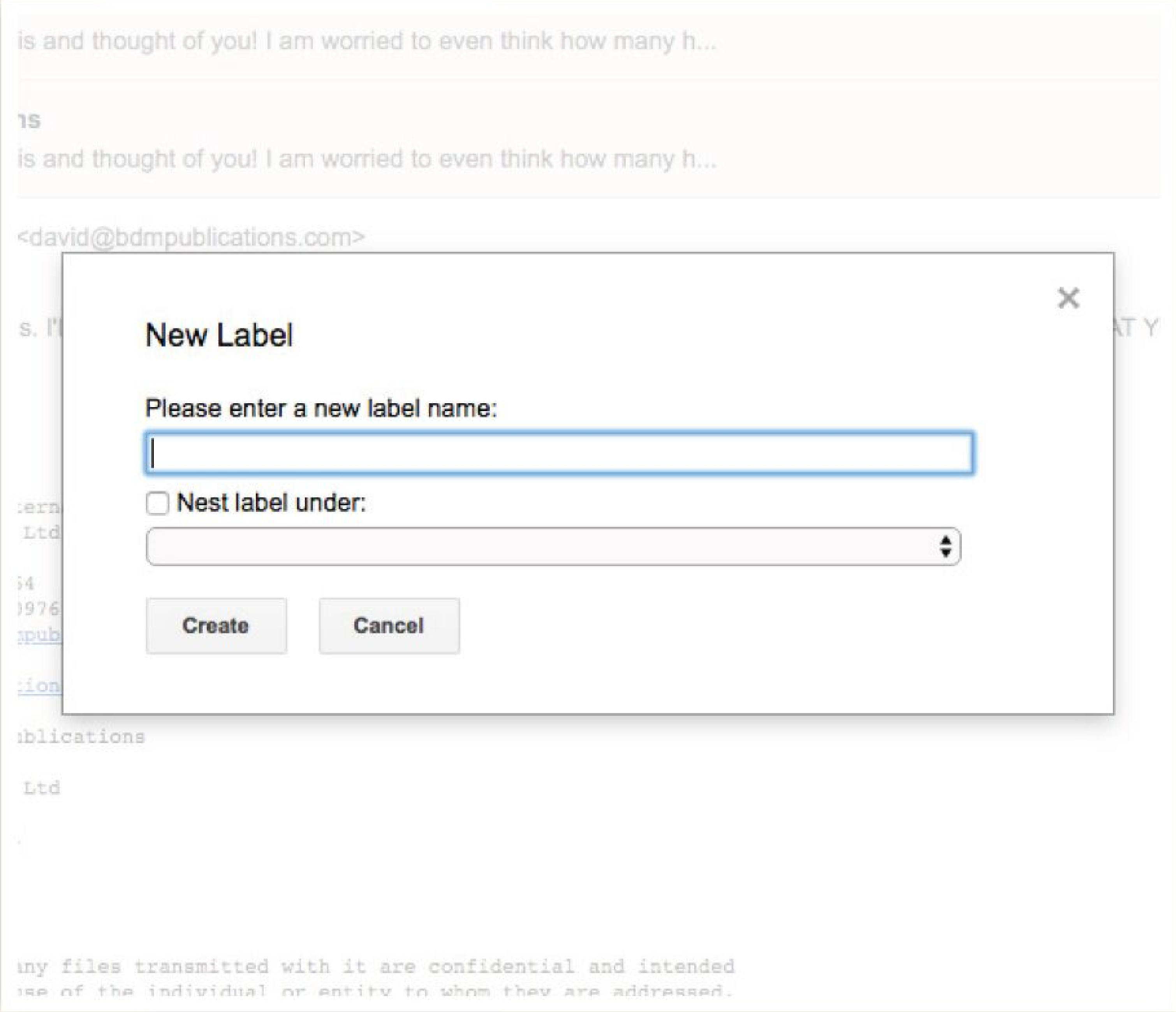
Labelling Your Emails

› Labels help you organise your messages into categories such as work, family, to-do, read later, jokes, recipes, etc. Labels do all the work that folders do but with the added bonus that you can add more than one to a message. Only you can see your labels, so whether you mark a message with "Best friend" or "Read later", the sender will never know. You can create a new label for a message in your inbox by selecting the box next to the message, clicking the Label button above your message list and then clicking Create New.


More
Inbox x
Move to:
Social
Promotions
Updates
Forums
Spam
Bin
Create new
Manage labels
nought of you! I am wo
h...
nought of you! I am wo
h...
@bdmpublications.com
ve to dig out and dust
ation for the next game - Wh
ve OS Titles
ations.com

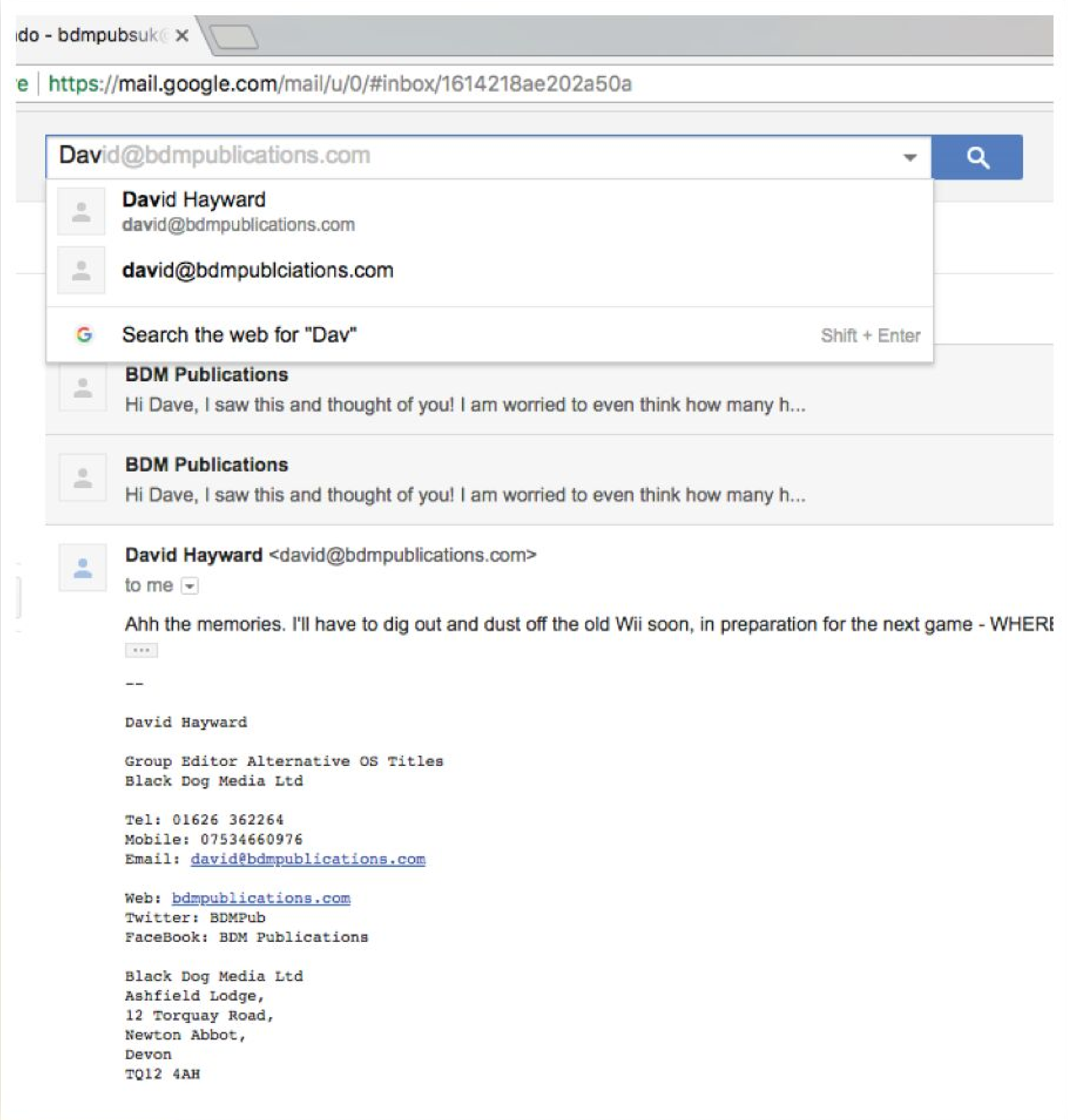
Clean Up Your Inbox

› You can use the Move To button at the top of your inbox to easily move a message out of your inbox and add a label at the same time. If you have lots of labels, you can pick the one you want by typing the first couple of characters and letting auto-complete find the right one, or alternatively create a new one.


is and thought of you! I am worried to even think how many h...
is and thought of you! I am worried to even think how many h...
<david@bdmpublications.com>
New Label
Please enter a new label name:
☐ Nest label under:
Create
Cancel
ablications
Ltd
any files transmitted with it are confidential and intended
use of the individual or entity to whom they are addressed.

Search Your Mail

› It can be a pain to scroll through hundreds of old emails just to find the one you need, which is why you might want to try searching for it instead. For example, if you're looking for a message that contains the word "shopping", simply type "shopping" in the search field and click the Search button. Your results will be displayed with your search results and within the message highlighted in yellow. If you're having trouble finding the result you want, you can refine your query by clicking the small arrow in the search box and entering your criteria in the appropriate fields.


do - bdmpubsuk ×
https://mail.google.com/mail/u/0/#inbox/1614218ae202a50a
David@bdmpublications.com
David Hayward
david@bdmpublications.com
david@bdmpublciations.com
Search the web for "Dav"
Shift + Enter

BDM Publications
Hi Dave, I saw this and thought of you! I am worried to even think how many h...

BDM Publications
Hi Dave, I saw this and thought of you! I am worried to even think how many h...

David Hayward <david@bdmpublications.com>
to me

Ahh the memories. I'll have to dig out and dust off the old Wii soon, in preparation for the next game - WHERE

--

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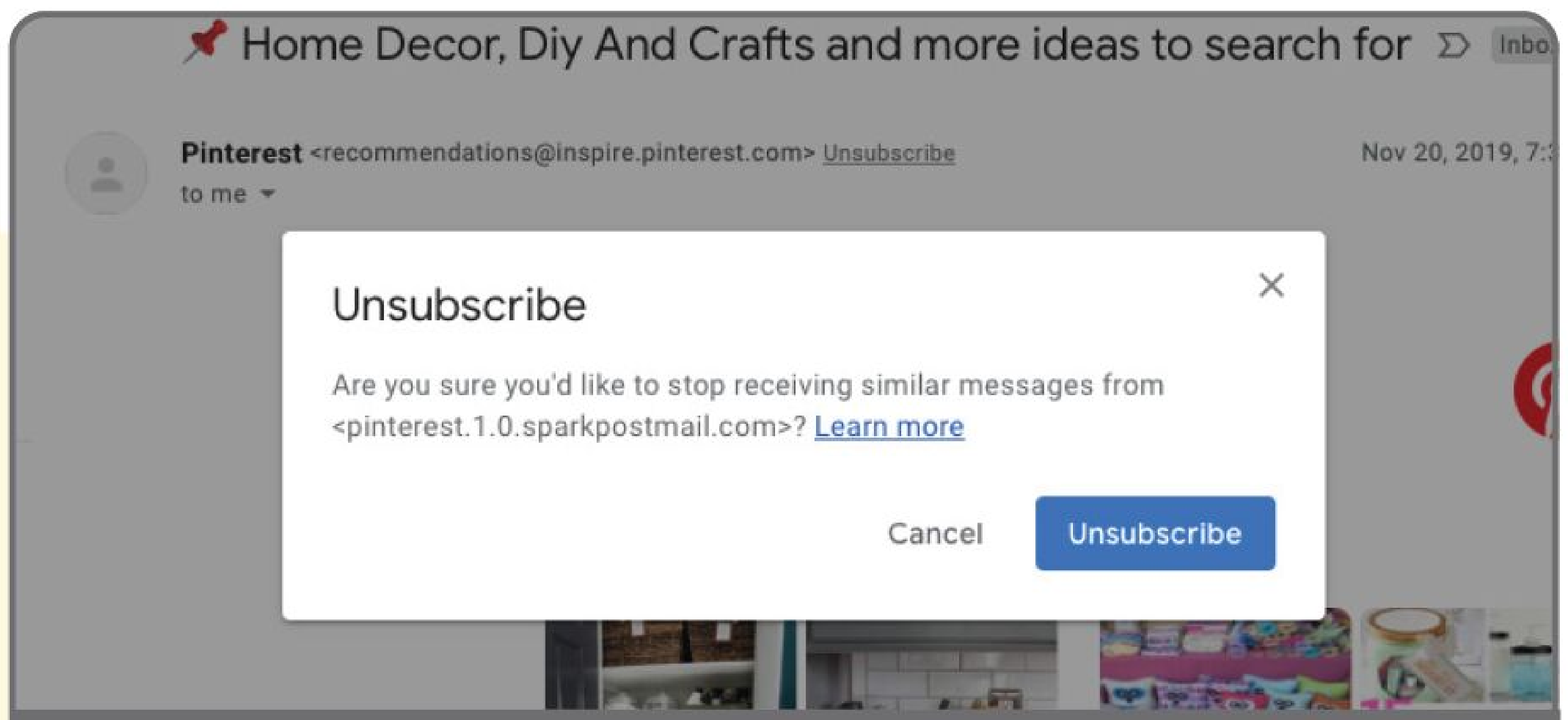

Home Decor, Diy And Crafts and more ideas to search for
Inbox
Nov 20, 2019, 7:
to me
Unsubscribe
Cancel
Unsubscribe

Pinterest <recommendations@inspire.pinterest.com> Unsubscribe

Are you sure you'd like to stop receiving similar messages from <pinterest.1.0.sparkpostmail.com>? Learn more

Instant Unsubscribe

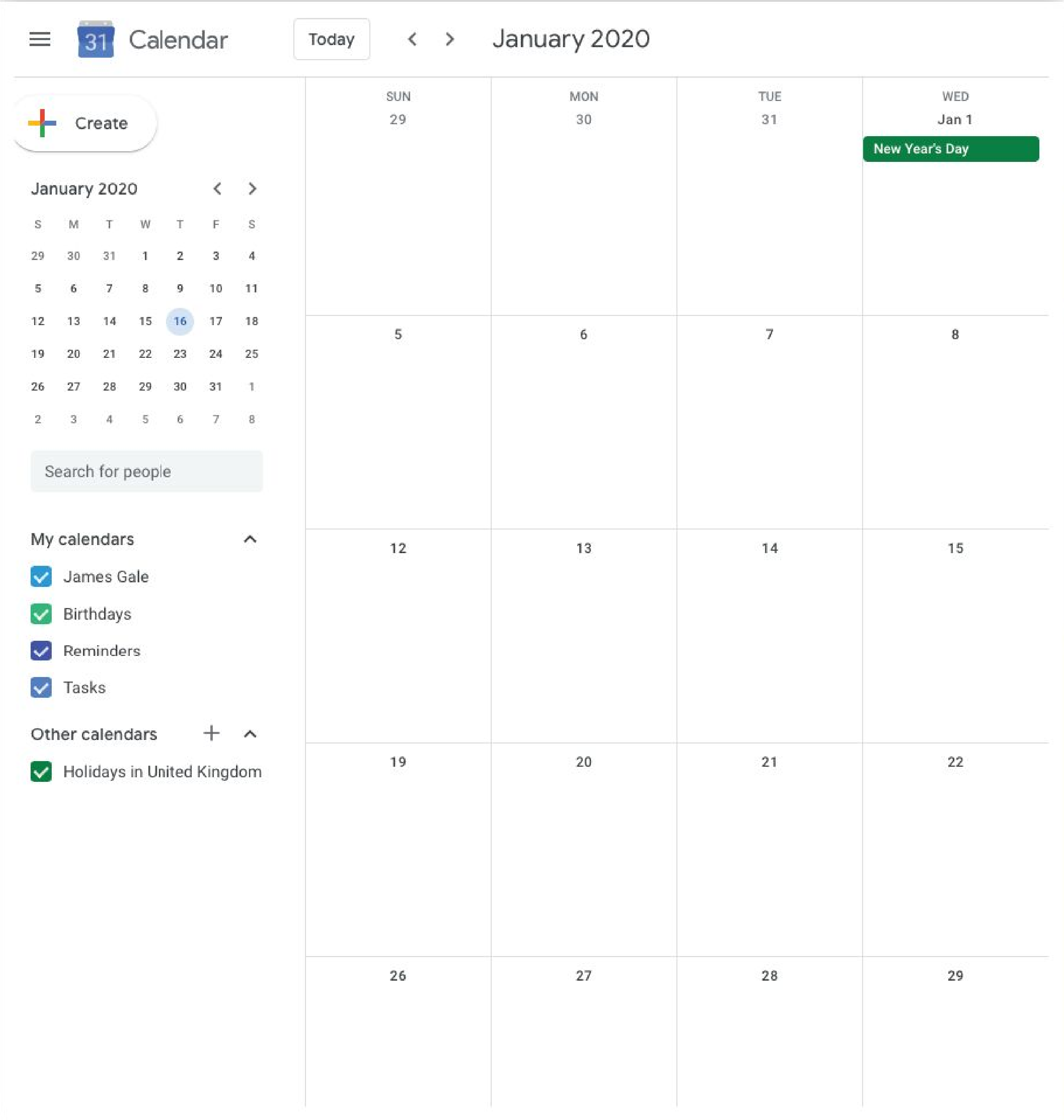
No matter how much you try to stop them, if you have purchased something online or sign up for something free you will be most likely added to a mailing list. Said lists are often a very valuable tool, alerting you to possible special offers and updates on a subject that interests you. Alas most are not and are simply random filler for your inbox. When you receive such an email, and you wish to make it your last from the sender, look to the sender address at the top of the email. Here you will notice the Unsubscribe link. Click this link and confirm by pressing the blue button to stop receiving email from this sender.

Improving the Google Calendar

Google's free online calendar app is perfect for keeping track of all the important events in your life. And if you use other Google products such as Android or Gmail, you can set things up so that everything integrates and syncs perfectly and with barely any effort.

Creating Events

There are three ways to create a new event on the desktop version of Google Calendar. Which method you use depends entirely on which you find easiest or most convenient.

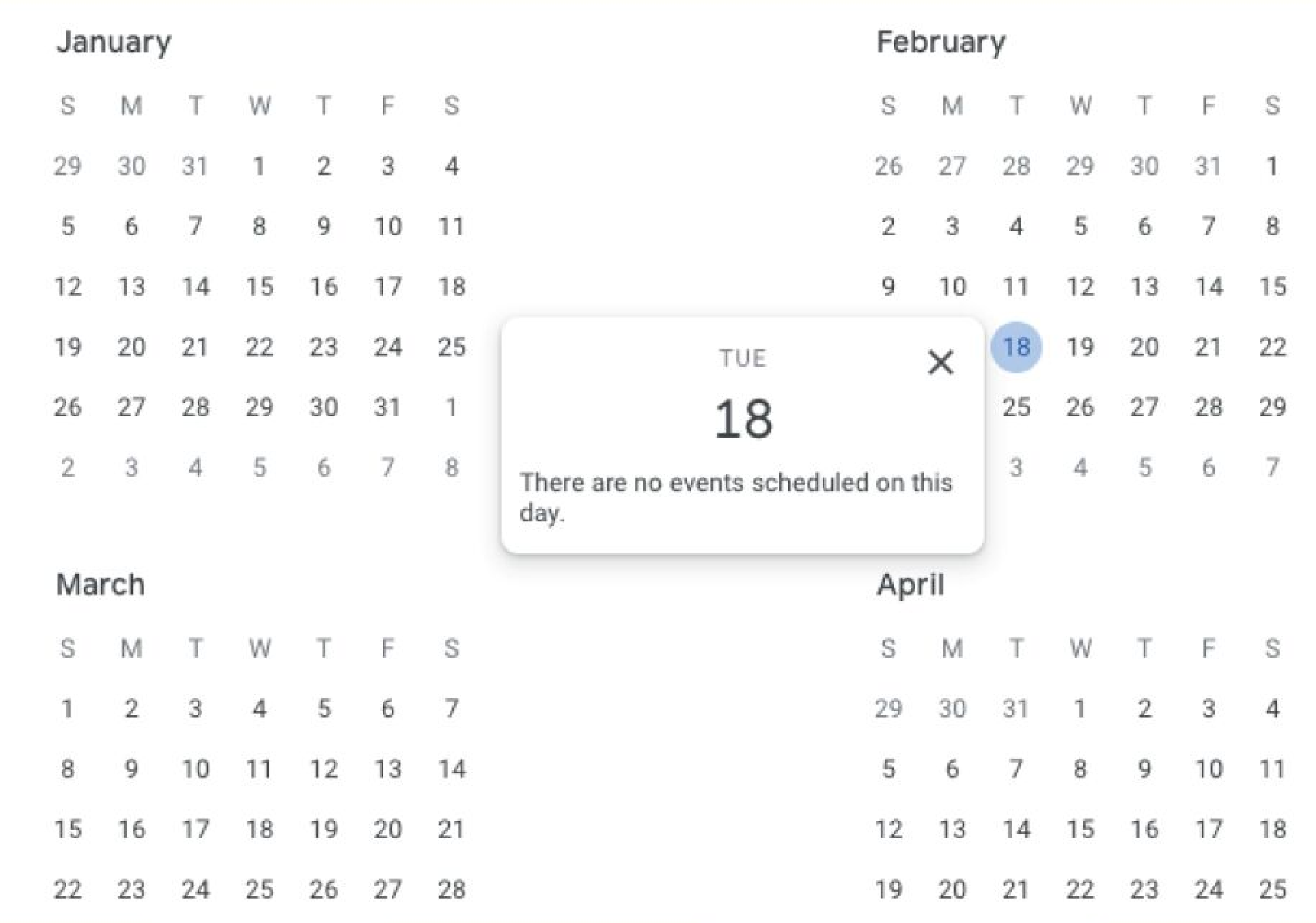

Calendar
Today
January 2020
Create
SUN 29
MON 30
TUE 31
WED Jan 1
New Year's Day
Search for people
My calendars
James Gale
Birthdays
Reminders
Tasks
Other calendars
Holidays in United Kingdom

Click on the Date

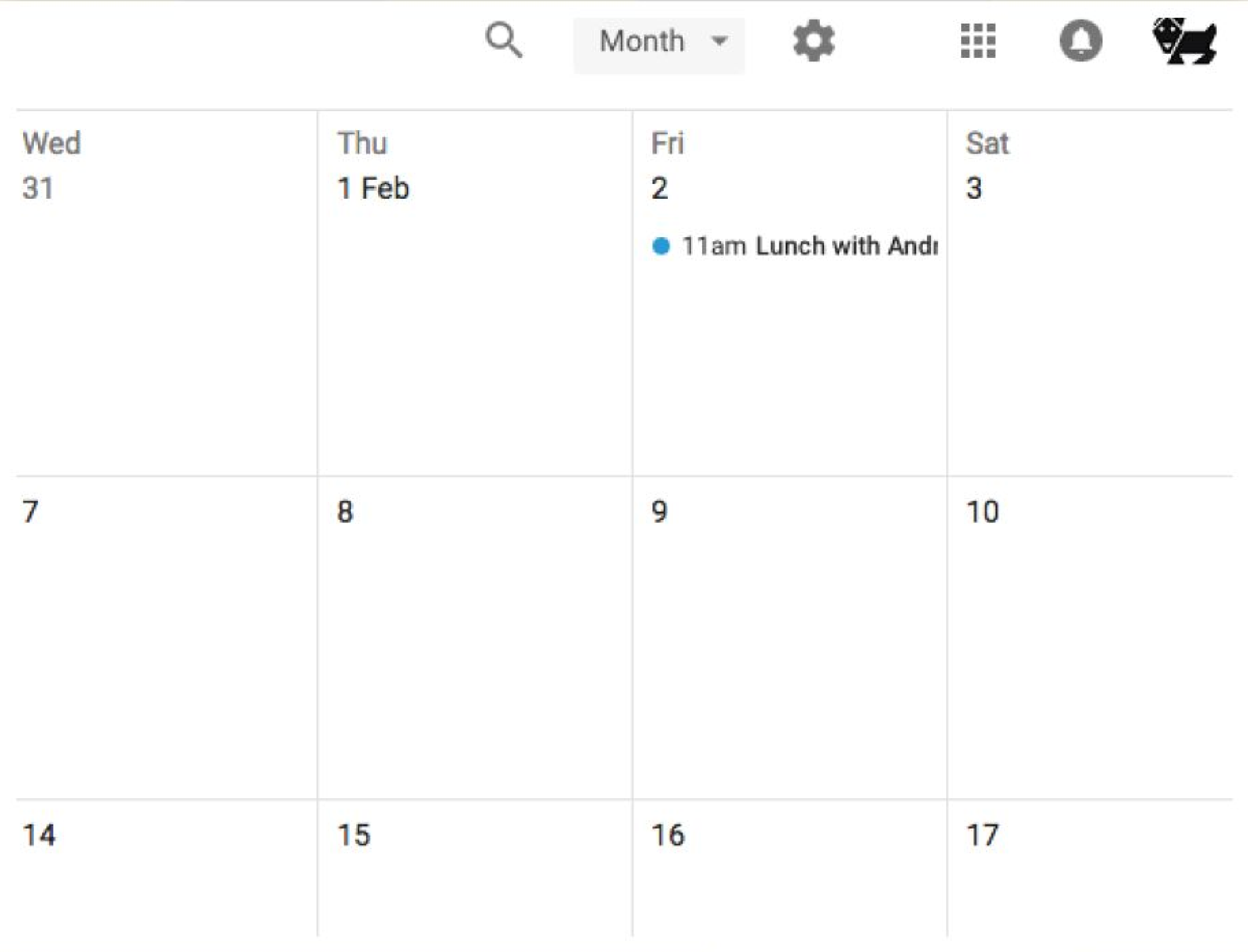
❱ Open the Google Calendar screen and scroll to the date and time where you want to mark an event. If you need to look far ahead, click on the month view button at the top of the screen. You can then scroll through whole months by clicking the forward and back arrows, also at the top. If in Week view, you can click and drag on the event location if you want it to spread over more than a single hour. If in Month view, you only have the option to click, although you can change the length of the event afterwards. Type the title and event time for your new event in the box. Finally, click Create event to publish the event to your calendar immediately or click Edit event details to add additional information.

Using Quick Add

❱ To use Quick Add simply type "Q" while you're in Calendar. Quick Add can almost read your mind. If you type in something like "Lunch with Dad at The Ivy 1pm Friday", Quick Add can figure out what you mean and pop the new event right onto your calendar. Just remember that for Quick Add to work at its best, you need to include: what, event title, e.g. lunch; when, time and date or day; who, if there is anyone else to include in the event; and where, location of the event.


January
February
March
April
TUE
18

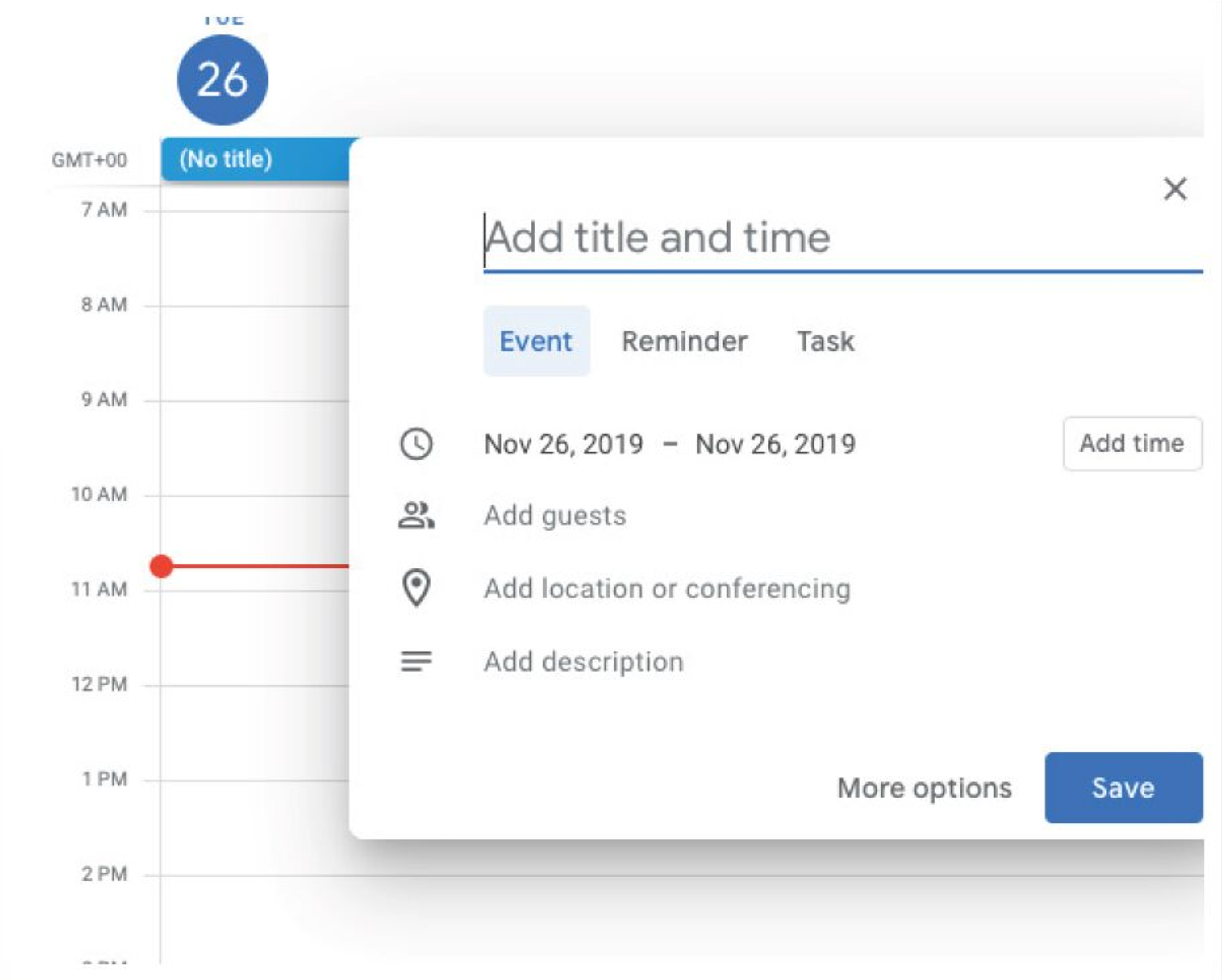
There are no events scheduled on this day.


Month
Wed 31
Thu 1 Feb
Fri 2
Sat 3

11am Lunch with Andı

Click the Create Button

❱ Just click on the Plus sign in the bottom right of your Calendar window, this will bring you to a page where you can enter as much information as you'd like about your event. On this page, you can also add guests, change a reminder setting and publish your event to other users. Once you've entered the appropriate information and selected the desired settings, click Save.



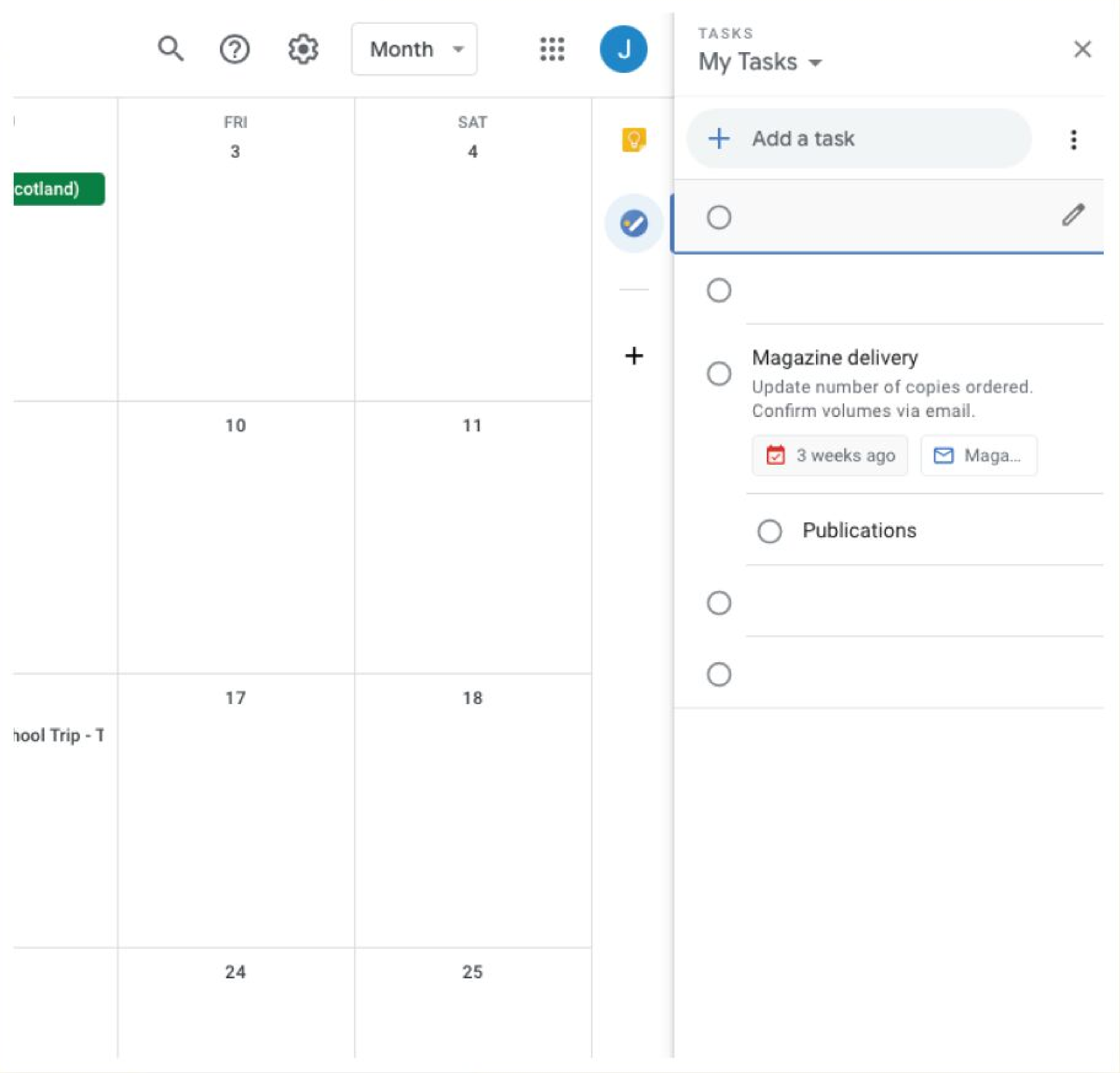
Nov 26, 2019 – Nov 26, 2019

TUE
26
GMT+00
(No title)
7 AM
8 AM
9 AM
10 AM
11 AM
12 PM
1 PM
2 PM
Add title and time
Event
Reminder
Task
Add time
Add guests
Add location or conferencing
Add description
More options
Save

Using Google Tasks

❱ You can access Google Tasks directly from the Calendar application. By linking these apps together you can quickly work between the two as follows. Open Google Calendar and log in if required. Now click the Tasks icon from the sidebar found on the right hand side of the window. Click Add a task and then start to enter your details via the new task link in Google Calendar.

You can now add tasks to this listing. You can directly add an item from this list to your Calendar by choosing a date in the properties of the task itself. You can edit a task directly from the Calendar app by clicking the pencil icon. From this link you can add a description, change the details and move or delete it.



Magazine delivery
Update number of copies ordered. Confirm volumes via email.

Publications

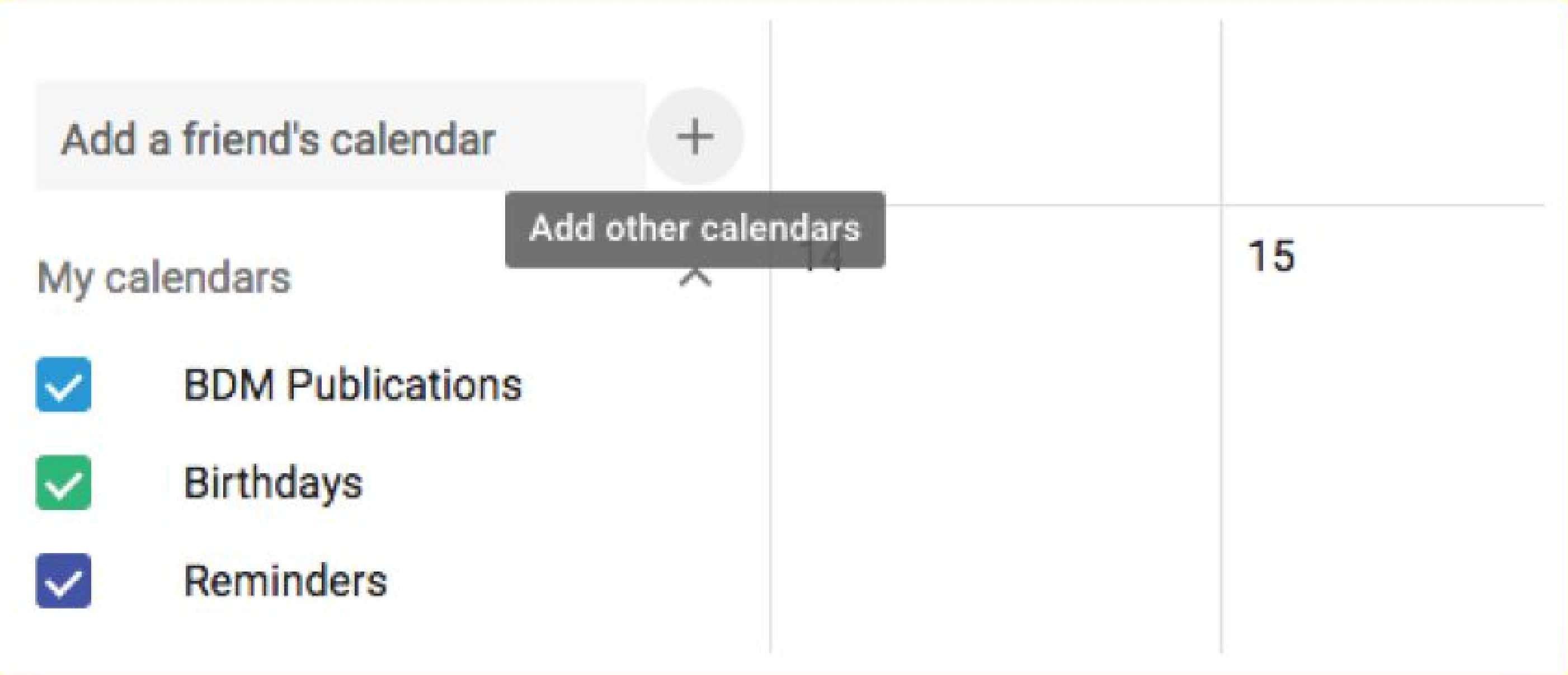
Month
J
TASKS
My Tasks
Add a task
FRI
3
SAT
4
cotland)
10
11
17
18
hool Trip - T
24
25
3 weeks ago
Maga...

Create a New Calendar

With Google Calendar you are not restricted to having one calendar crammed with all your birthdays, events, appointments and holidays. To make things less messy, it is possible to create several calendars if, for example, you want to keep personal and business entries completely separate.

Step 1

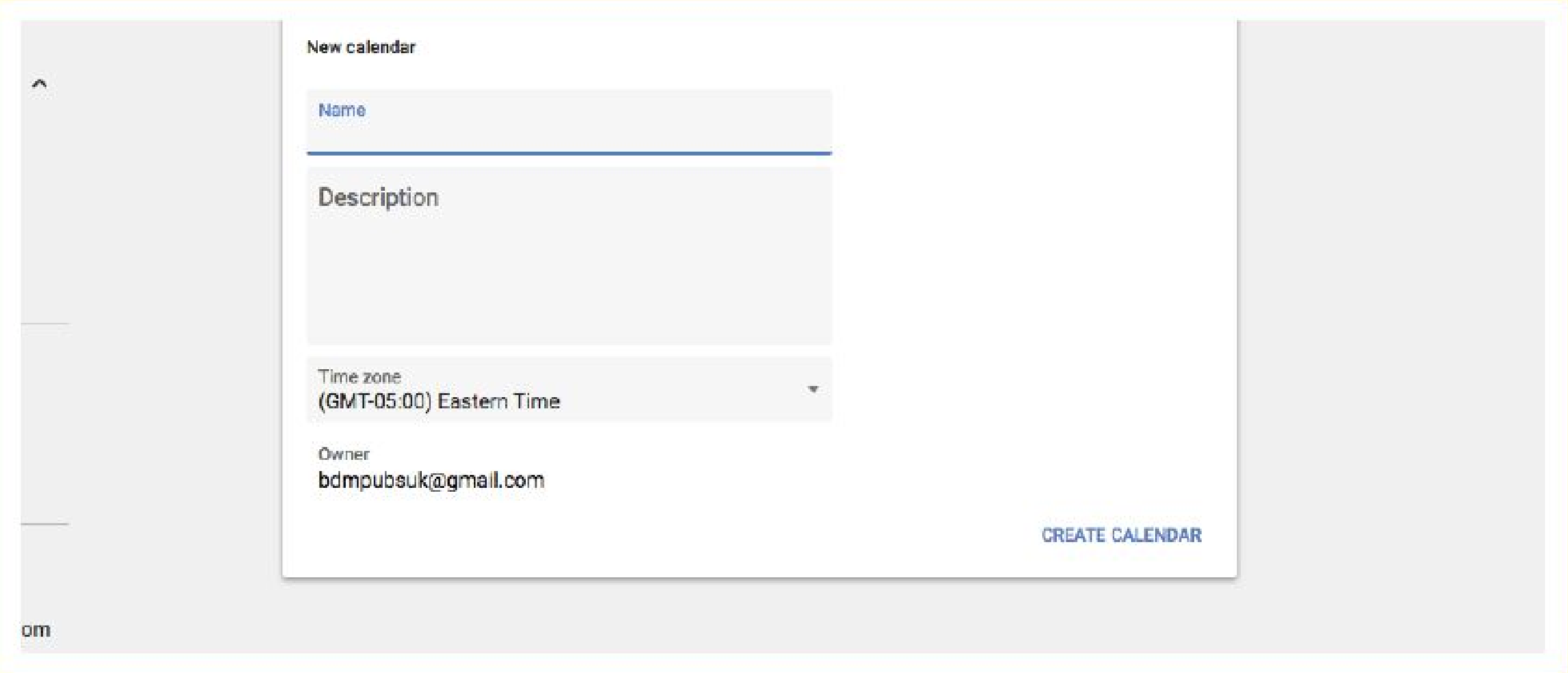
❱ At the left-hand side of the Google Calendars screen, look for the section labelled My Calendars. Click on the small arrow button and select Create New Calendar.



Add a friend's calendar
Add other calendars
My calendars
☑ BDM Publications
☑ Birthdays
☑ Reminders
15

Step 2

❱ Give your new calendar a title and write a description if you wish. The location box is useful if the calendar is to be public, as it makes it easier for your friends or family to find events on it.



New calendar

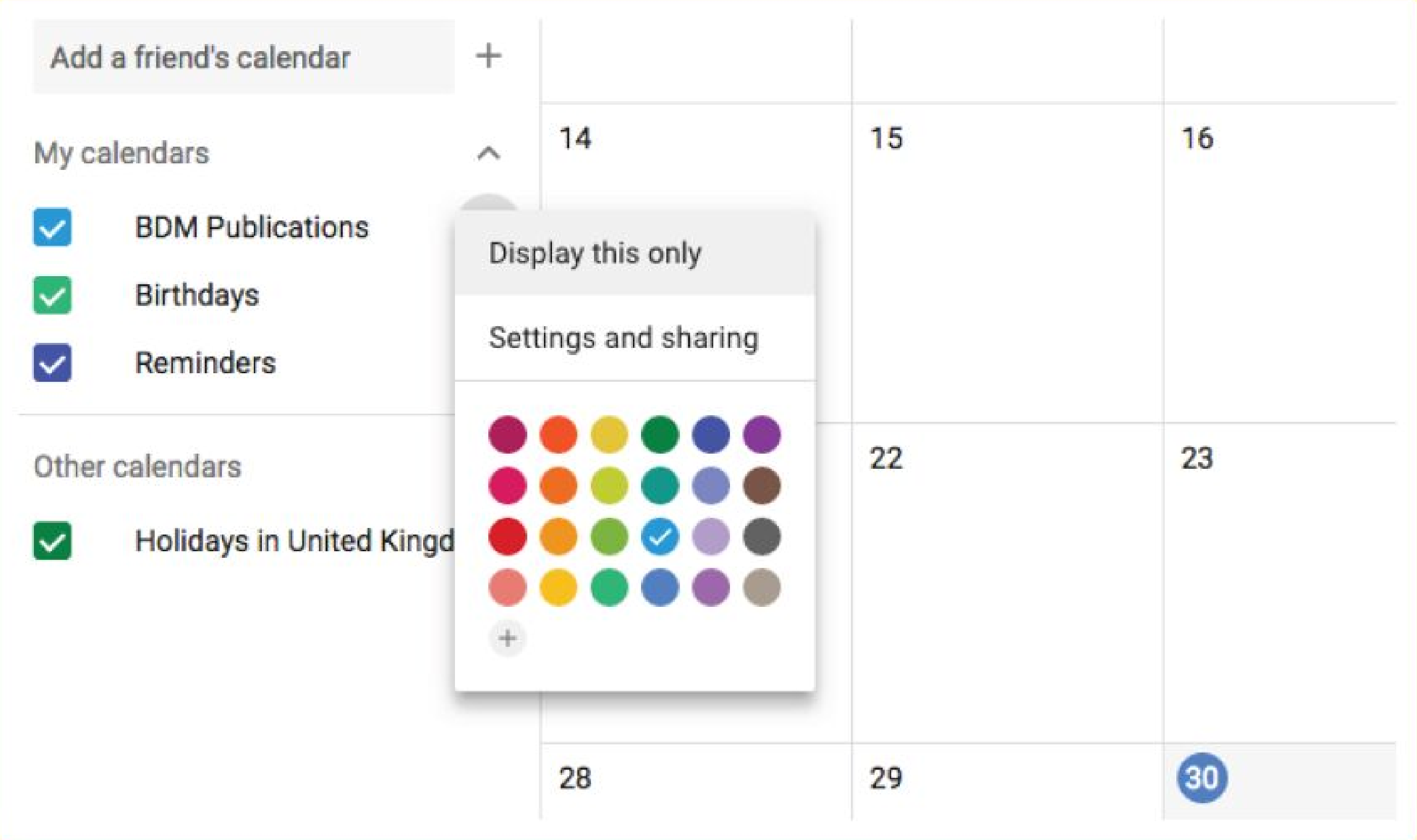
Time zone
(GMT-05:00) Eastern Time

Owner
bdmpubsuk@gmail.com

Name
Description
CREATE CALENDAR
om

Step 3

❱ All of the calendars you create will be listed under My Calendars on the left side of your page. Just click on the name to select it. For each of the calendars, you can add, delete and edit events any time you like.



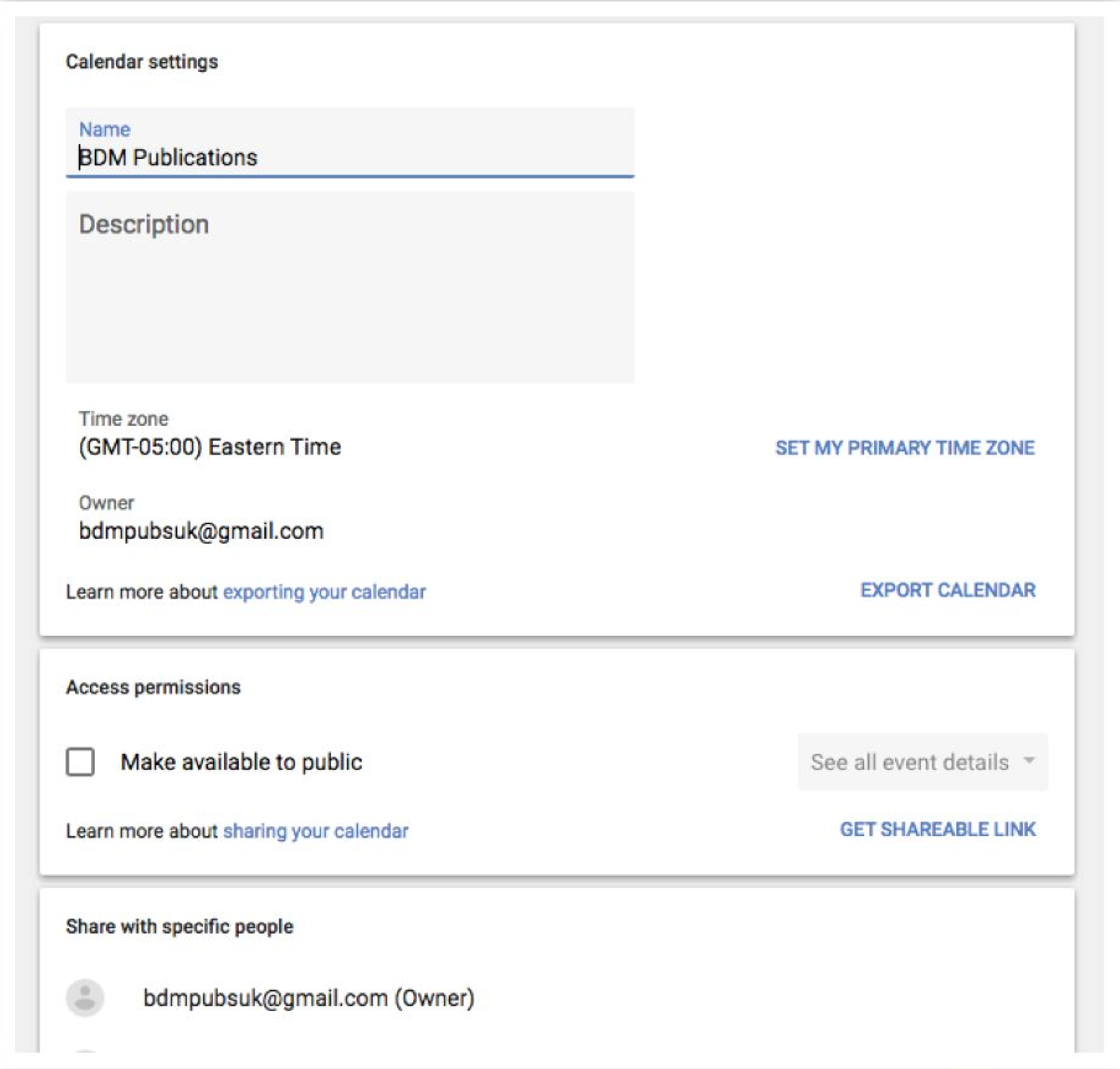
Add a friend's calendar
My calendars
☑ BDM Publications
☑ Birthdays
☑ Reminders
Other calendars
☑ Holidays in United Kingd
Display this only
Settings and sharing
14
15
16
22
23
28
29
30

Sharing Your Calendar

It is possible to share your different calendars with individuals or groups. An email invitation is sent and the contact will be able to view your calendar alongside theirs.

Step 1

› Log in to your Google Calendar and look for the calendar list on the left-hand side of the screen. Roll the mouse over the calendar you want to share and click the small arrow button. Select Share this Calendar from the drop-down menu.



Calendar settings

Name
BDM Publications

Description

Time zone
(GMT-05:00) Eastern Time

Owner
bdmpubsuk@gmail.com

Learn more about exporting your calendar

Access permissions

☐ Make available to public

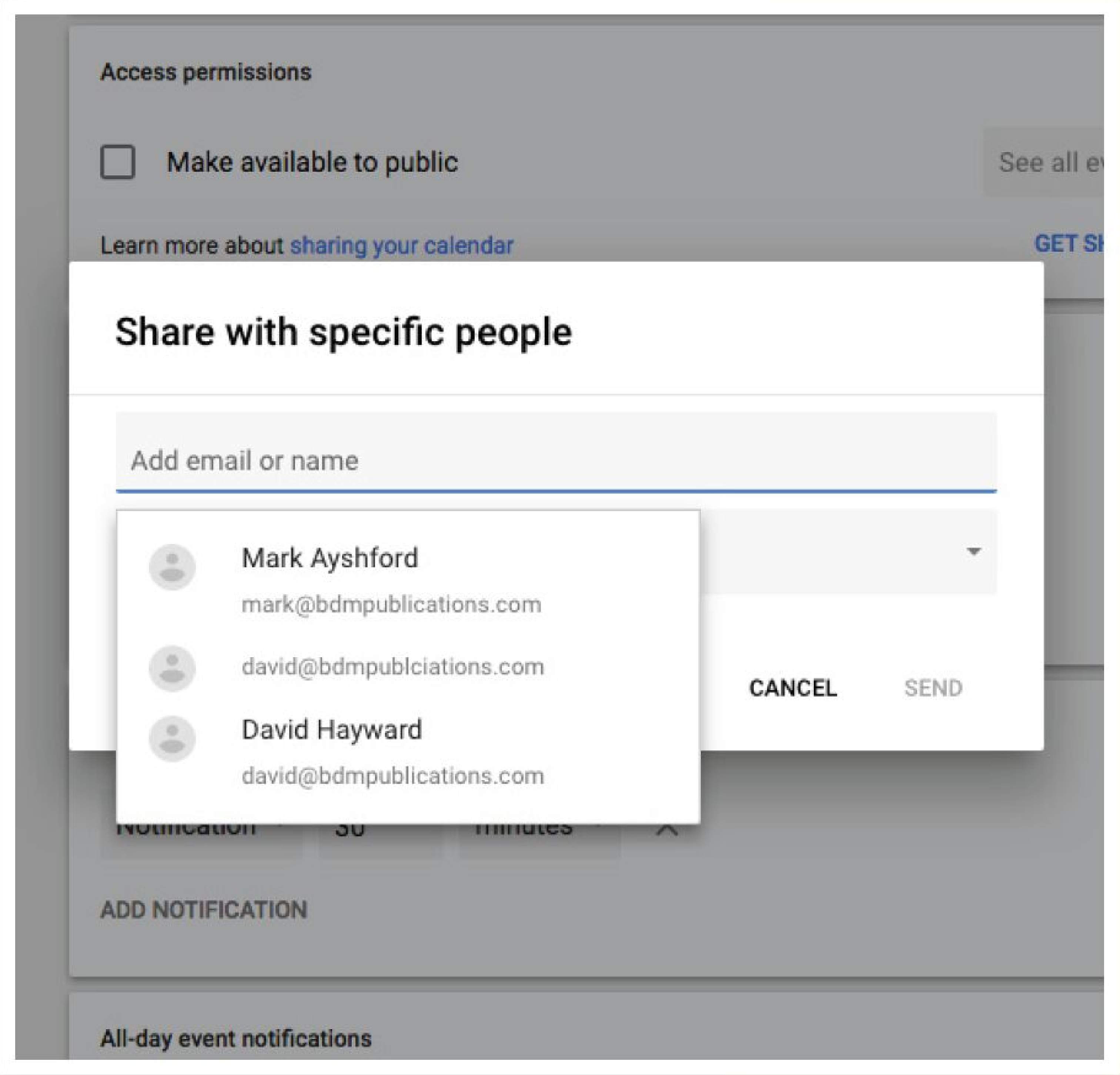
Learn more about sharing your calendar

Share with specific people

bdmpubsuk@gmail.com (Owner)

Step 2

› Enter the email address of the person with whom you want to share your calendar. From the drop-down menu on the right side, select a level of permission (view only or view and make changes), then click Add Person. Click Save to finish.



Access permissions

☐ Make available to public

Learn more about sharing your calendar

Share with specific people

Add email or name

Mark Ayshford
mark@bdmpublications.com

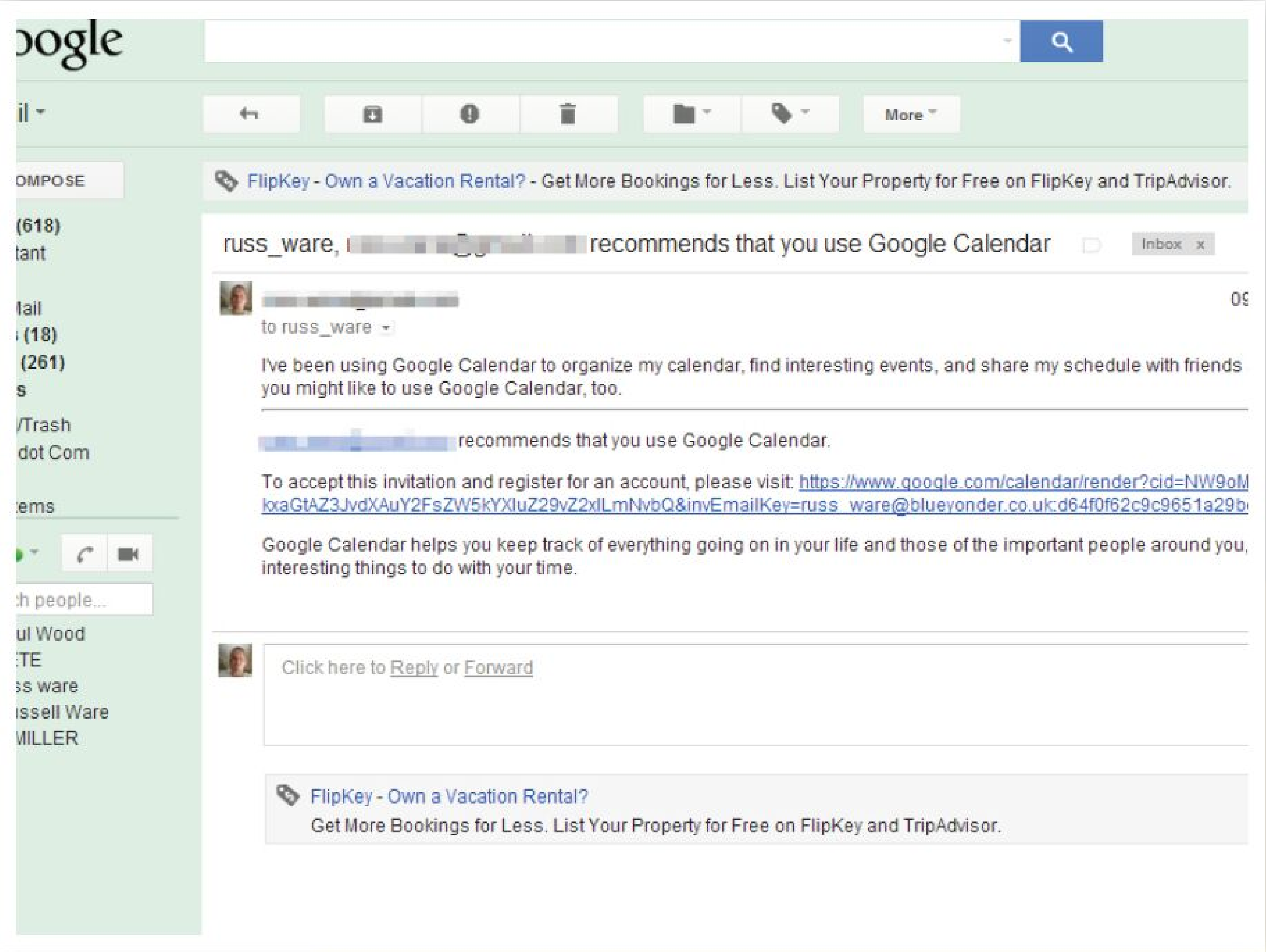
david@bdmpublciations.com

David Hayward
david@bdmpublications.com

All-day event notifications

Step 3

› Once you click Save, the person with whom you selected to share the calendar will receive an email invitation to view your calendar. The person will need to click on the link contained in the email to add the calendar to his/her Other calendars list.



FlipKey - Own a Vacation Rental? - Get More Bookings for Less. List Your Property for Free on FlipKey and TripAdvisor.

russ_ware, [redacted] recommends that you use Google Calendar

[redacted]
to russ_ware

I've been using Google Calendar to organize my calendar, find interesting events, and share my schedule with friends you might like to use Google Calendar, too.

[redacted] recommends that you use Google Calendar.

To accept this invitation and register for an account, please visit: https://www.google.com/calendar/render?cid=NW9oM kxaGtAZ3JvdXAuY2FsZW5kYXluZ29vZ2xlLmNvbQ&invEmailKey=russ_ware@blueyonder.co.uk:d64f0f62c9c9651a29b

Google Calendar helps you keep track of everything going on in your life and those of the important people around you, interesting things to do with your time.

Click here to Reply or Forward

FlipKey - Own a Vacation Rental?
Get More Bookings for Less. List Your Property for Free on FlipKey and TripAdvisor.

What Platforms are Compatible?

Google Calendar uses the iCalendar (iCal) file format to save/share its calendars and the relevant information. Having been created in 1988, this open source software was quickly adopted by a wide array of developers for use in their platform specific calendar apps. What follows is a listing of the platforms and applications that will be compatible with Google Calendar files.

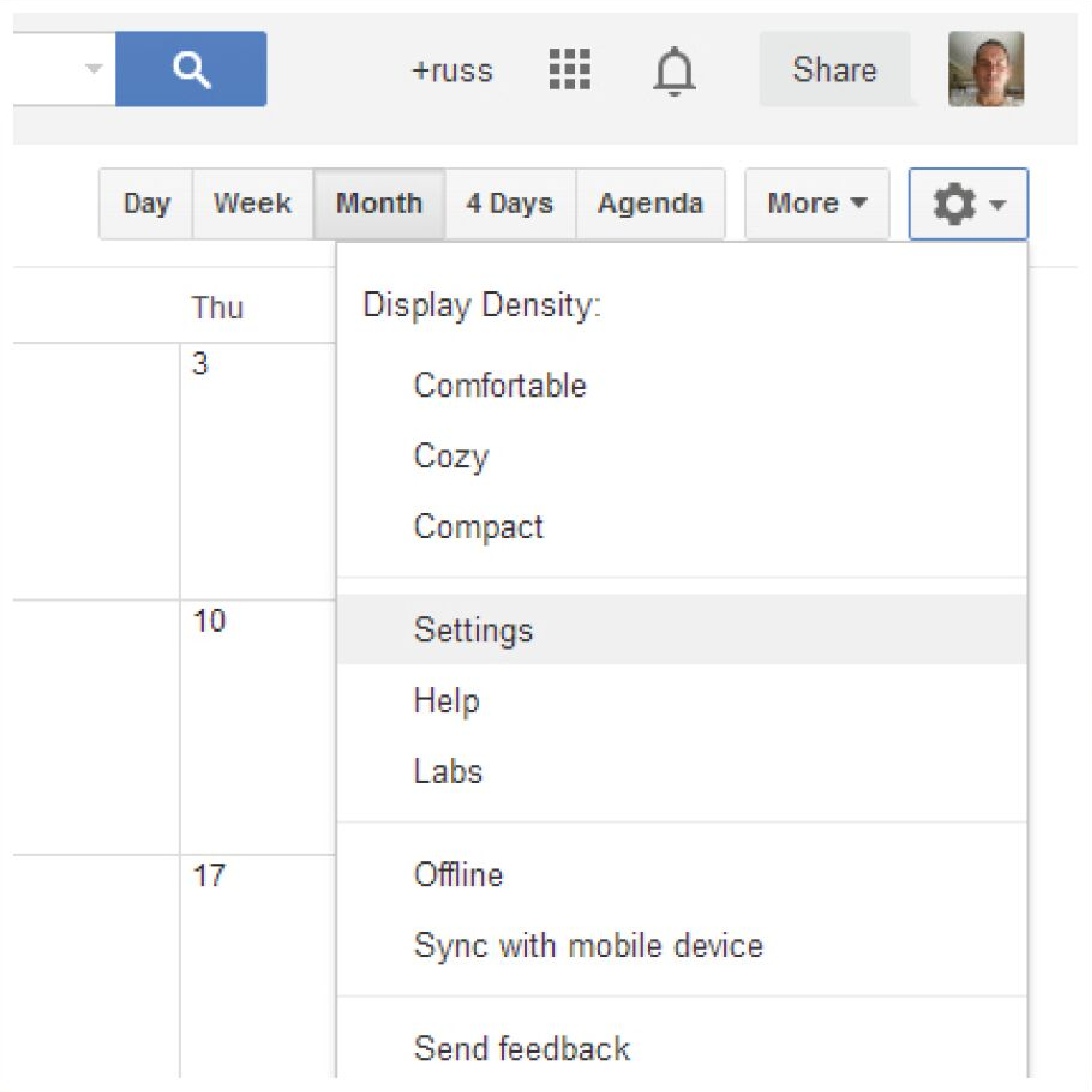
- **Apple**
- **Yahoo!**
- **eM Client**
- **Mozilla**
- **IBM**
- **Microsoft Outlook**
- **Novell GroupWise**

SMS Reminders

If you have Google Calendar on your Android smartphone, your events and reminders can be automatically synced between desktop and mobile. If you don't have Google Calendar on your phone, it is still possible to receive reminders on your mobile.

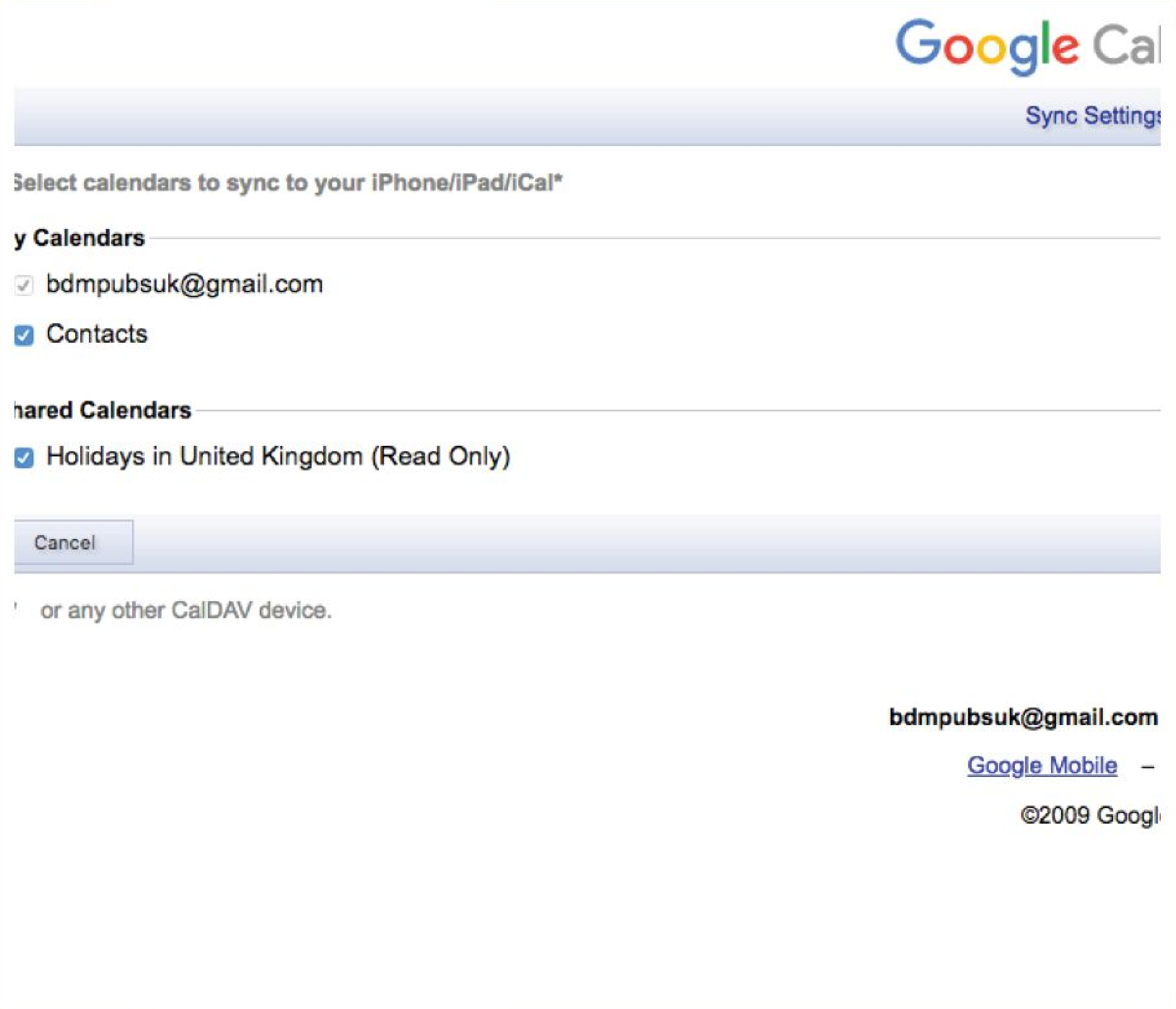
Step 1

❱ The first thing you need to do is obtain a verification code. This will show you that your phone and carrier is capable of receiving SMS reminders from Google Calendar. Click on the gear icon at the top of the page and select Settings from the menu.



Step 2

❱ Click on the Mobile Setup tab at the top of the settings page. Select your country from the drop-down list and then enter your full mobile phone number. You may also need to select your carrier from the menu that appears.



Select calendars to sync to your iPhone/iPad/iCal*

y Calendars

☑ bdmpubsuk@gmail.com

☑ Contacts

hared Calendars

☑ Holidays in United Kingdom (Read Only)

or any other CalDAV device.

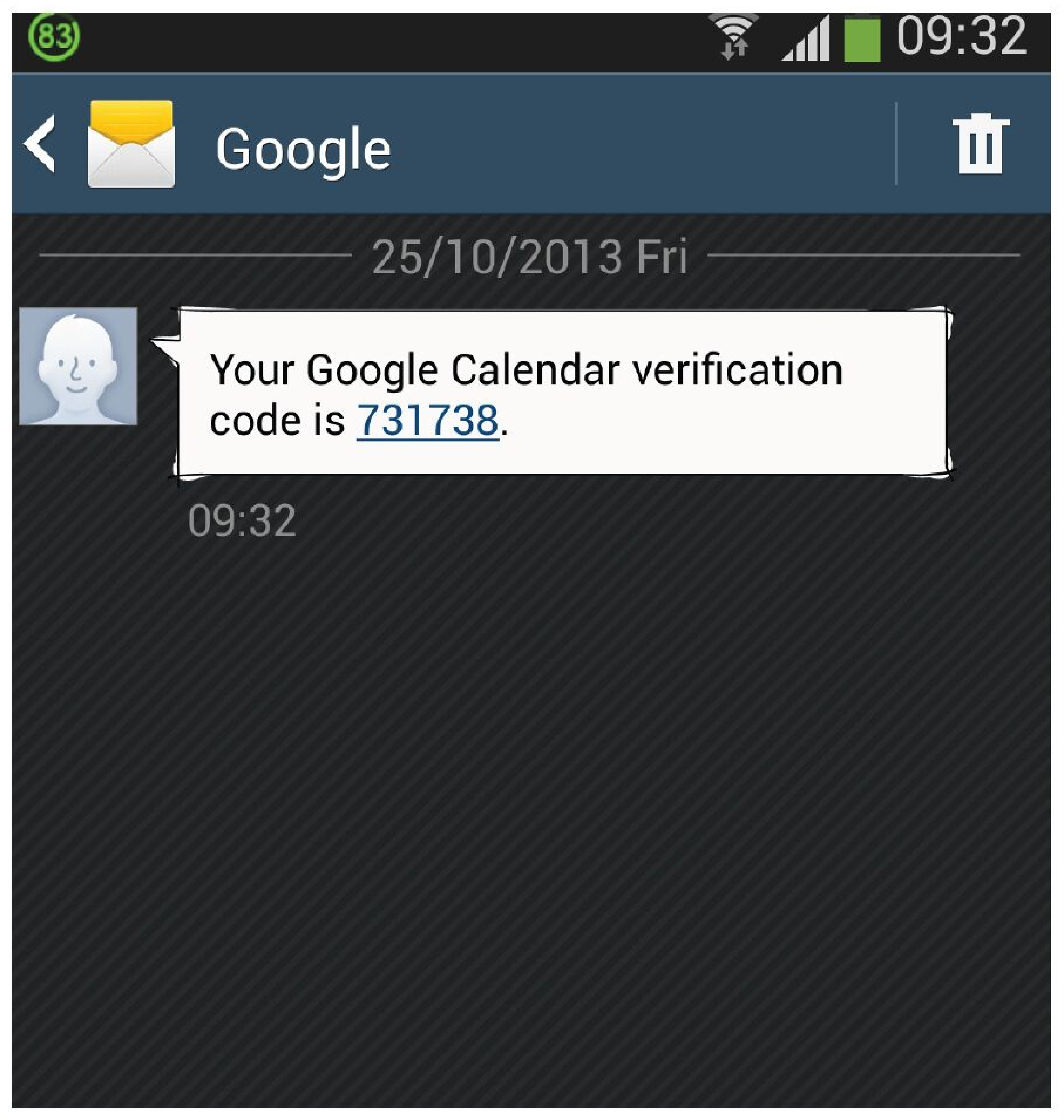
bdmpubsuk@gmail.com

Google Mobile –

©2009 Googl

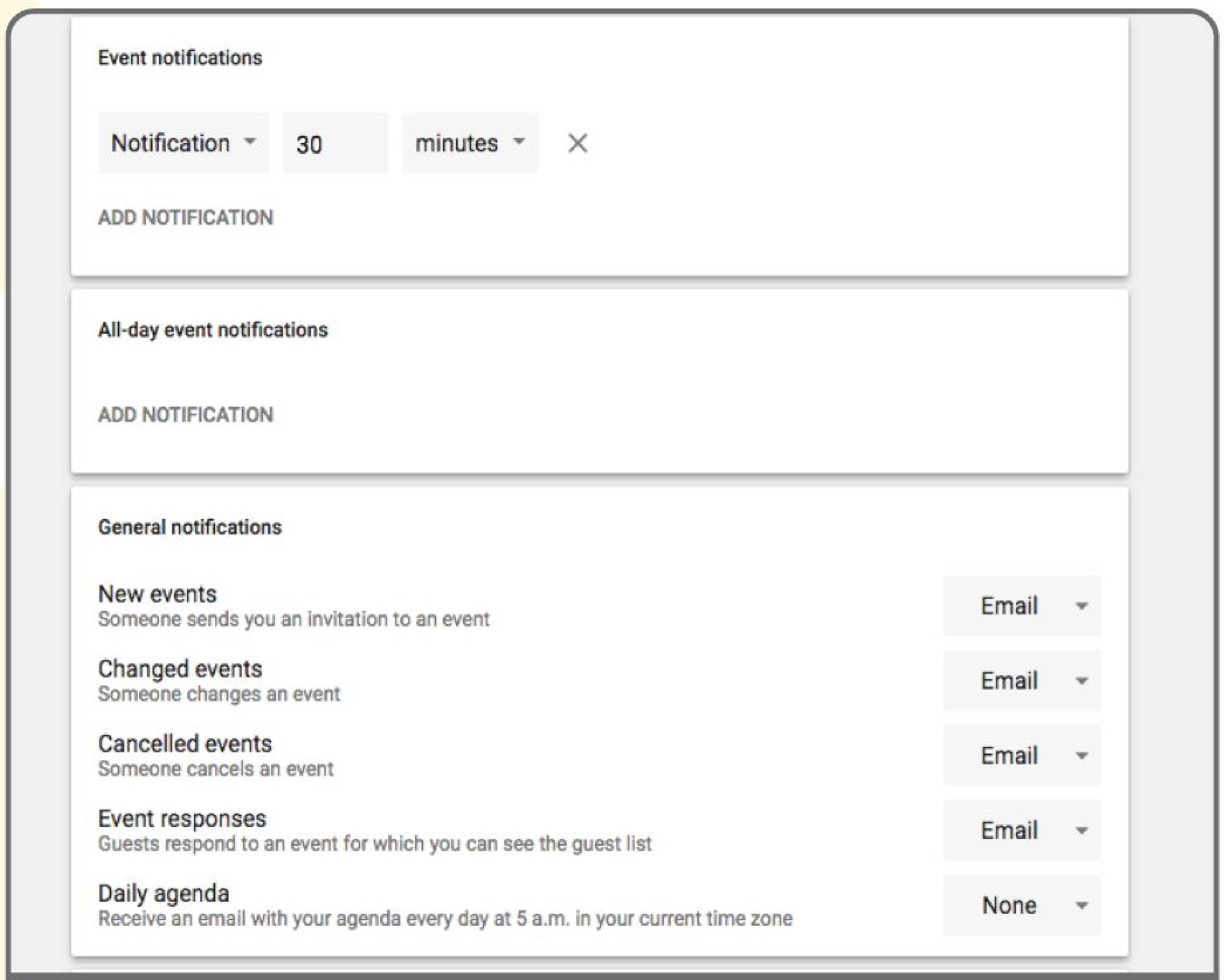
Step 3

❱ If your carrier is supported, click the Send Verification Code button and you receive a text message on your phone. Once you receive this message, enter the code you received in the Verification code field and click the Finish setup button. Click Save.



Your Google Calendar verification code is 731738.

09:32



Event notifications

Notification 30 minutes ×

ADD NOTIFICATION

All-day event notifications

ADD NOTIFICATION

General notifications

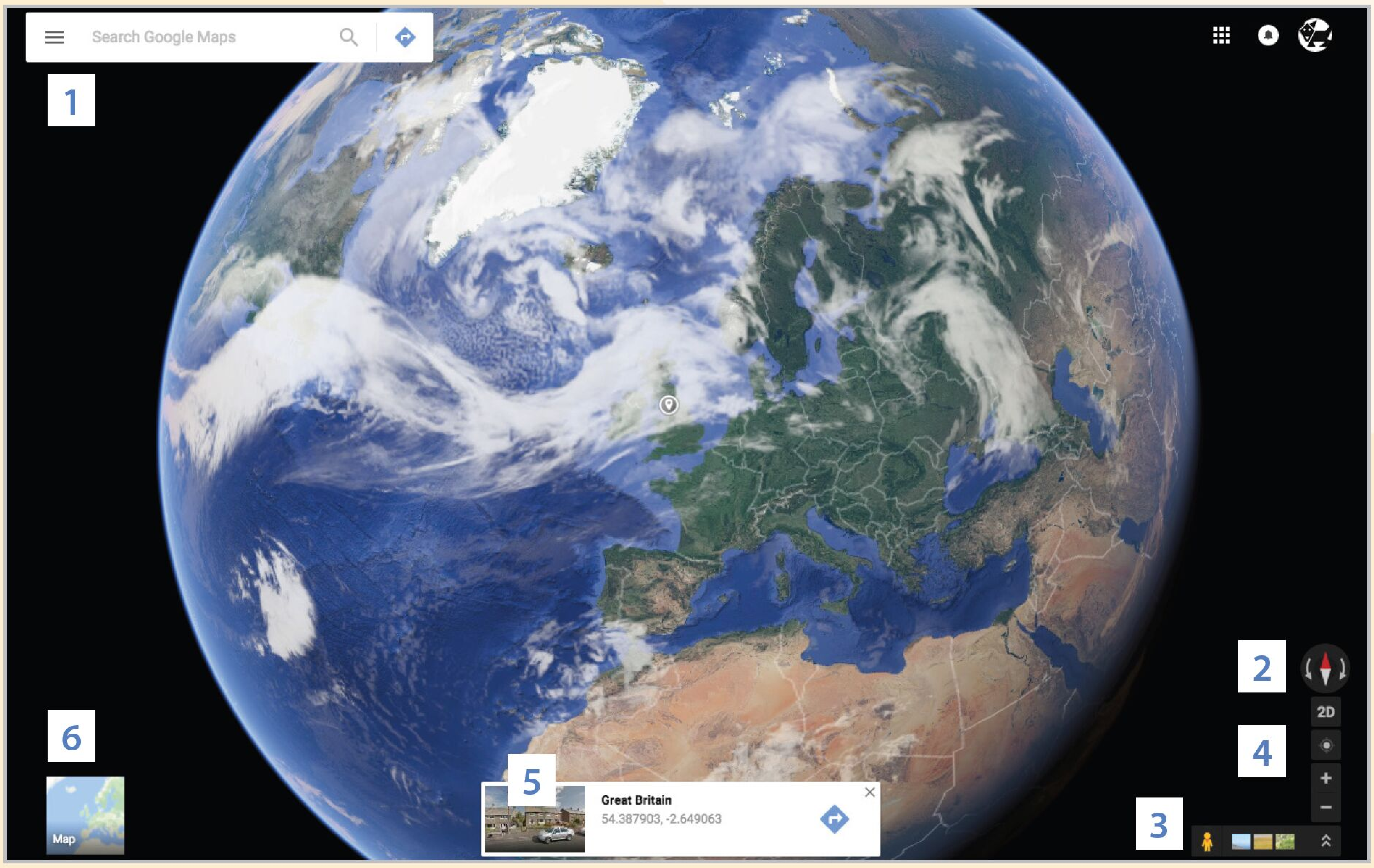
New events Someone sends you an invitation to an event	Email
Changed events Someone changes an event	Email
Cancelled events Someone cancels an event	Email
Event responses Guests respond to an event for which you can see the guest list	Email
Daily agenda Receive an email with your agenda every day at 5 a.m. in your current time zone	None

Notifications

Google Calendar offers a variety of notification options for both email and SMS. When selected, you receive notifications when somebody sends you invitations, updates, replies, or cancellation messages to events. Event organisers however may still choose not to send these notifications when they create or change events. If you deselect the notification options in these settings, you won't receive the respective notifications, even when event creators explicitly click to send invitations or updates.

Get Started with Google Maps

Google Maps is a great service that you view in your web browser or via the app. Depending on your location, you can view basic or custom maps and local business information, and that's just the start. Here's how to get started using Google Maps.



1 Search Maps

› You can search for places (towns, cities, addresses) and businesses using the search box at the top of the page. Search for a location and the view will switch to show that location. Search for businesses and the view will remain the same but red dots will appear to show individual businesses. If you search for "railway stations Devon" the map will zoom to the location (Devon) and show all known railway stations in that area.

You can also search for individual businesses by name. If there is more than one business with that name, a list will appear to the left of the map, showing the addresses of each of the businesses. Click on the business in the list to be taken there.

2 Pan Controls

› You can use this control to move the view up, down, left and right. You can also scroll around the map by clicking anywhere on it (you will see the mouse pointer change to a hand) and dragging the map in the direction you want to move.

This is a quick and easy way, not only to show off the impressive visuals this app contains but also make navigating easier too.

To navigate around the world with even greater ease; press and hold the mouse button or press your finger on the touch screen, then move the mouse or swipe around the screen. You can also press the hold the SHIFT key to hold the central position and move on a point.

3 Street View

❱ Click on the little man and drag him onto the map. Any road or street that is overlaid in blue can be viewed in Street View. You simply drop the man at the location you want to view. Once in Street View, you can split the map screen so that half shows the map view and half shows the Street View. To do this, click on the box in the bottom right corner of Street View.

4 Zoom Controls

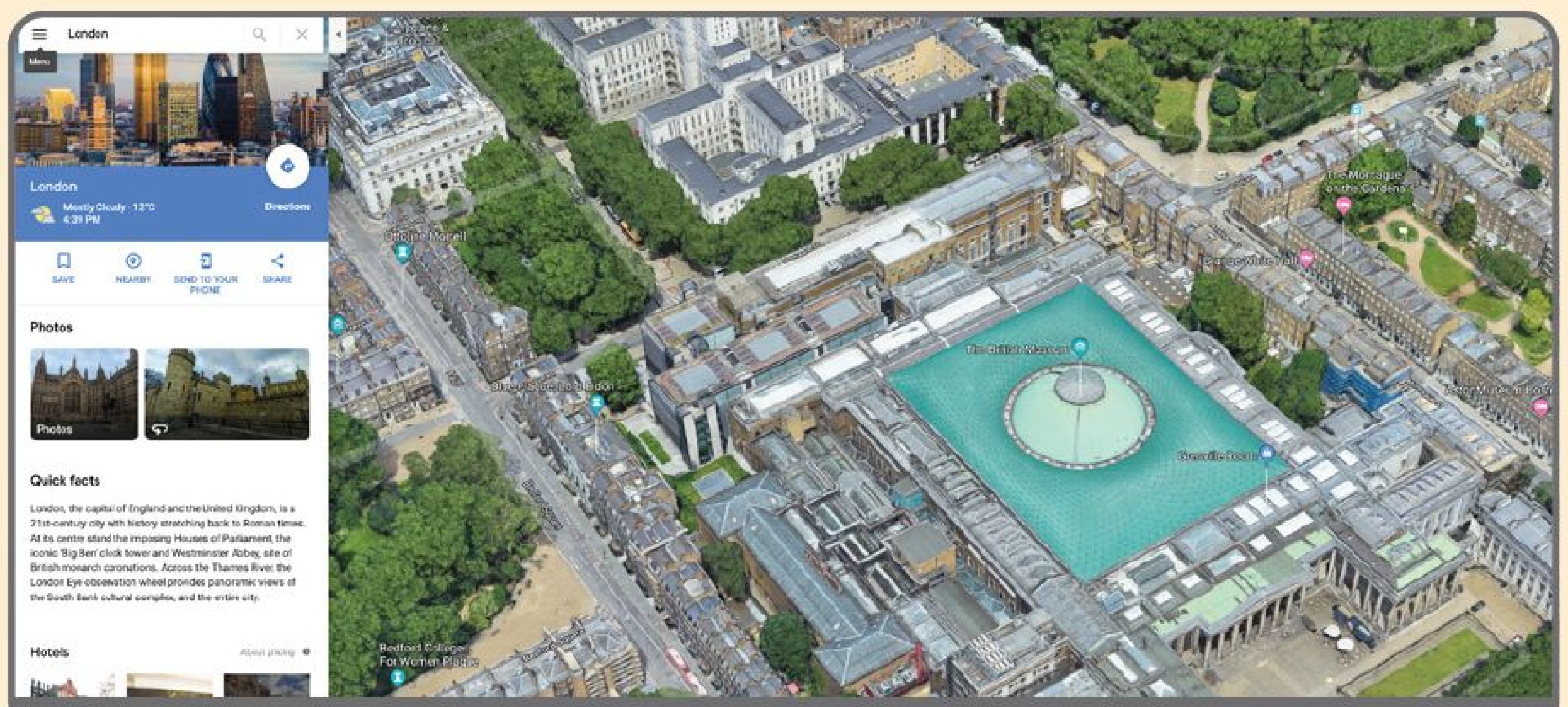
❱ Click the + and – buttons to zoom in and out of the map. You can also click on the slider and drag it up and down to zoom more quickly. If you have a mouse with a scroll wheel on it, you can use this to zoom in and out of the map much more easily.

5 Information Box

❱ Many businesses are shown on the map with an icon next to the name, particularly restaurants, hotels and pubs. Click on the icon to pop up the information box. This will show you the address details, links to reviews and to a website if applicable. You can also click the Directions link to quickly open the Route Planner menu.

6 Map Layers/Map View

❱ These controls let you switch to a flat map view, as well as add layers of information that can be overlaid on the map. These layers include traffic, weather, webcams, photos, public transport information and many others.



MapsGL

You now also have the option to use MapsGL. MapsGL uses new technology called WebGL (Web-based Graphics Library) to enhance the Google Maps experience. WebGL brings 3D graphics to your browser without the need to install additional software. This allows Google to provide seamless transitions between various levels of imagery and different map views. You can view some buildings in 3D and parts of the map using 45 degree aerial images. This is still a beta test of the feature, so it doesn't work everywhere you want to look.

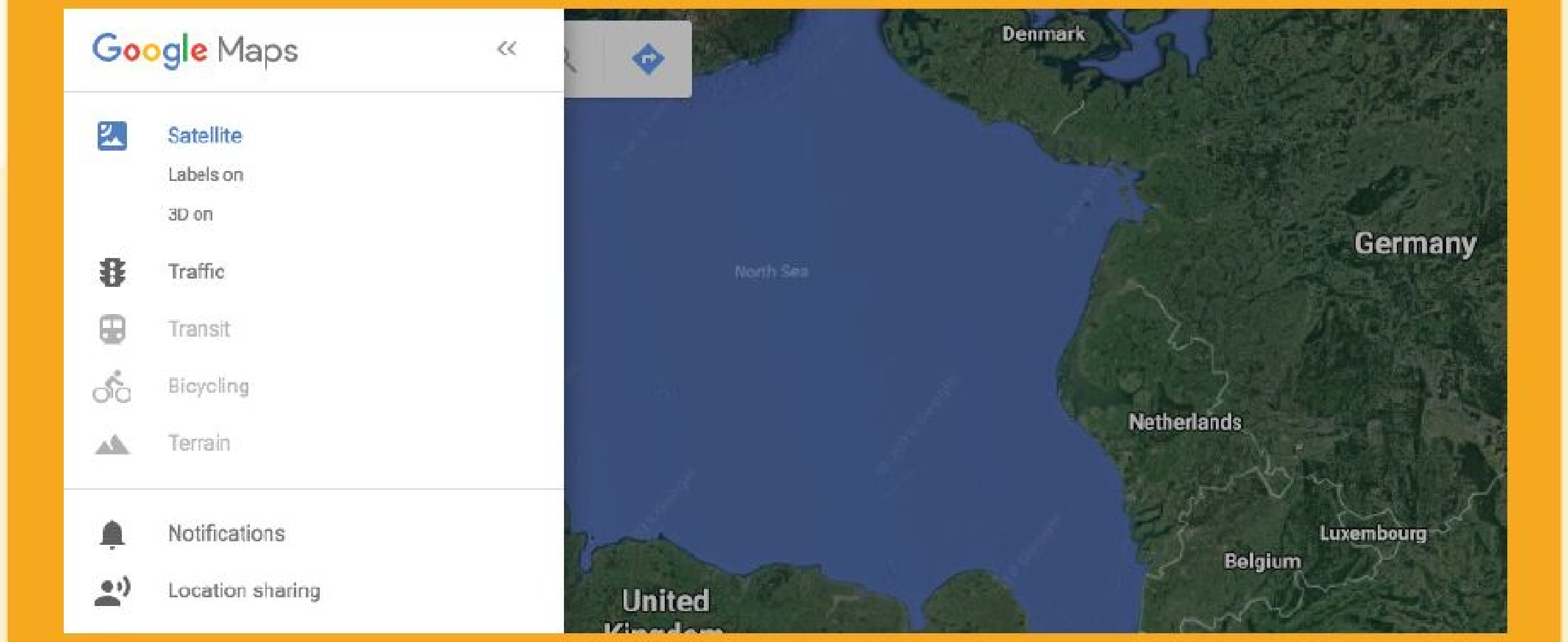
MapsGL requires a certain level of specification in your computer to work. You can check out the recommended specifications at www.maps.google.com.

Your Places

Your Places makes it easy for you to organise content relevant to you on Maps, including maps you have created with My Maps, businesses you have rated in Google+ Local and locations and directions you have previously searched for.

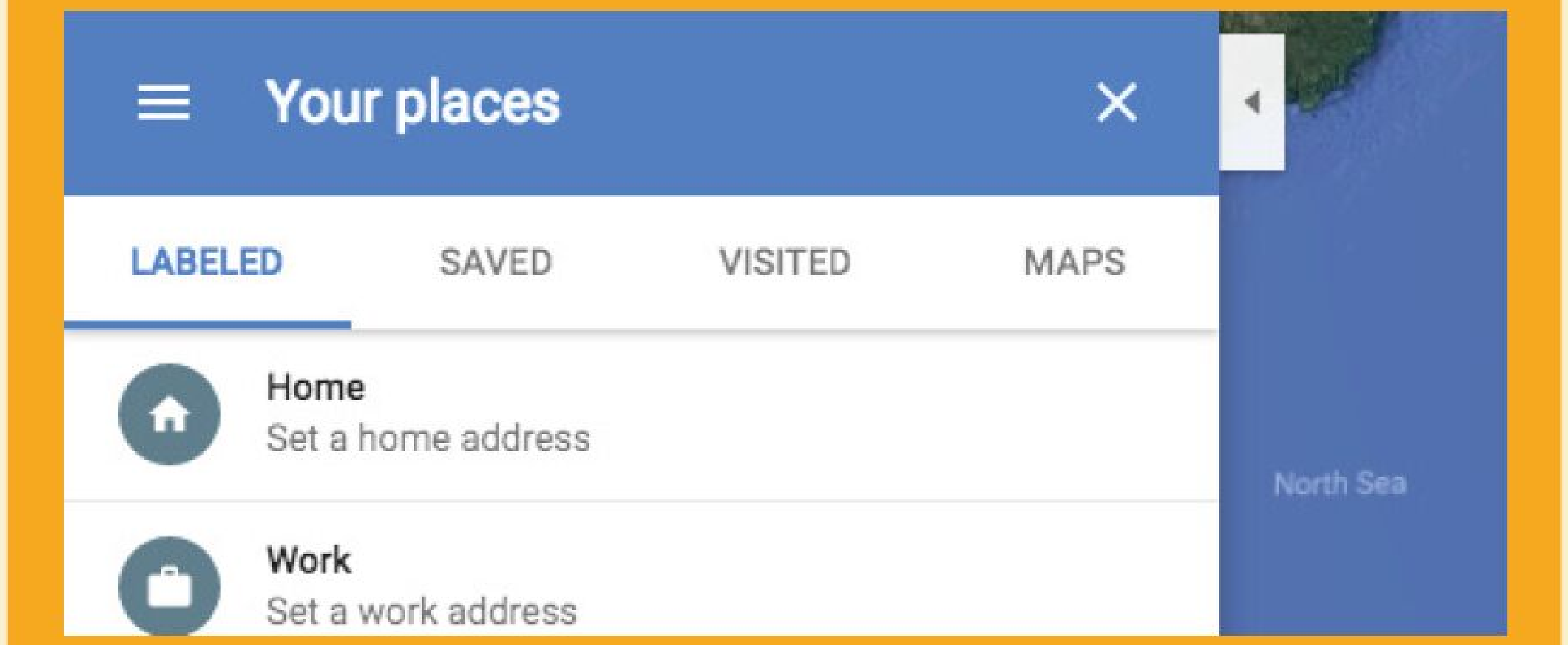
Step 1

❱ To access your content, open Google Maps and click on the Your Places link. If you're not logged in to your Google account, you'll be prompted to sign in before continuing. Your content will appear in the left panel.



Step 2

❱ Click the tabs at the top to see specific types of information. Your ratings, check-ins, and directions will appear under the More menu. To add a Home and Work location, click on the relevant button.

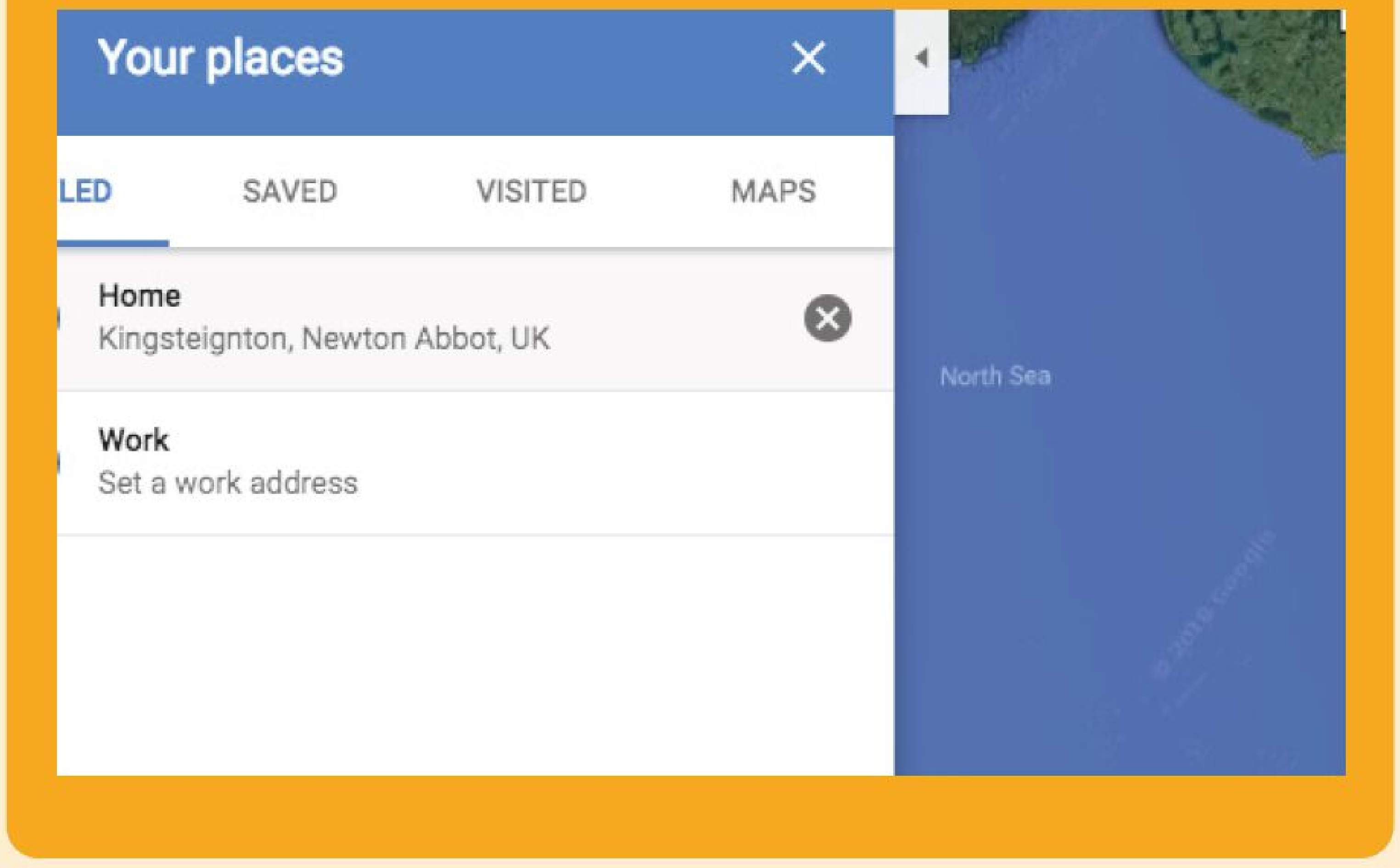


Home
Set a home address

Work
Set a work address

Step 3

❱ To delete content, click on the "X" icon to the right of any item. Note that deleting information from the Your Places tab will also permanently remove it from any related activities.



Home
Kingsteignton, Newton Abbot, UK

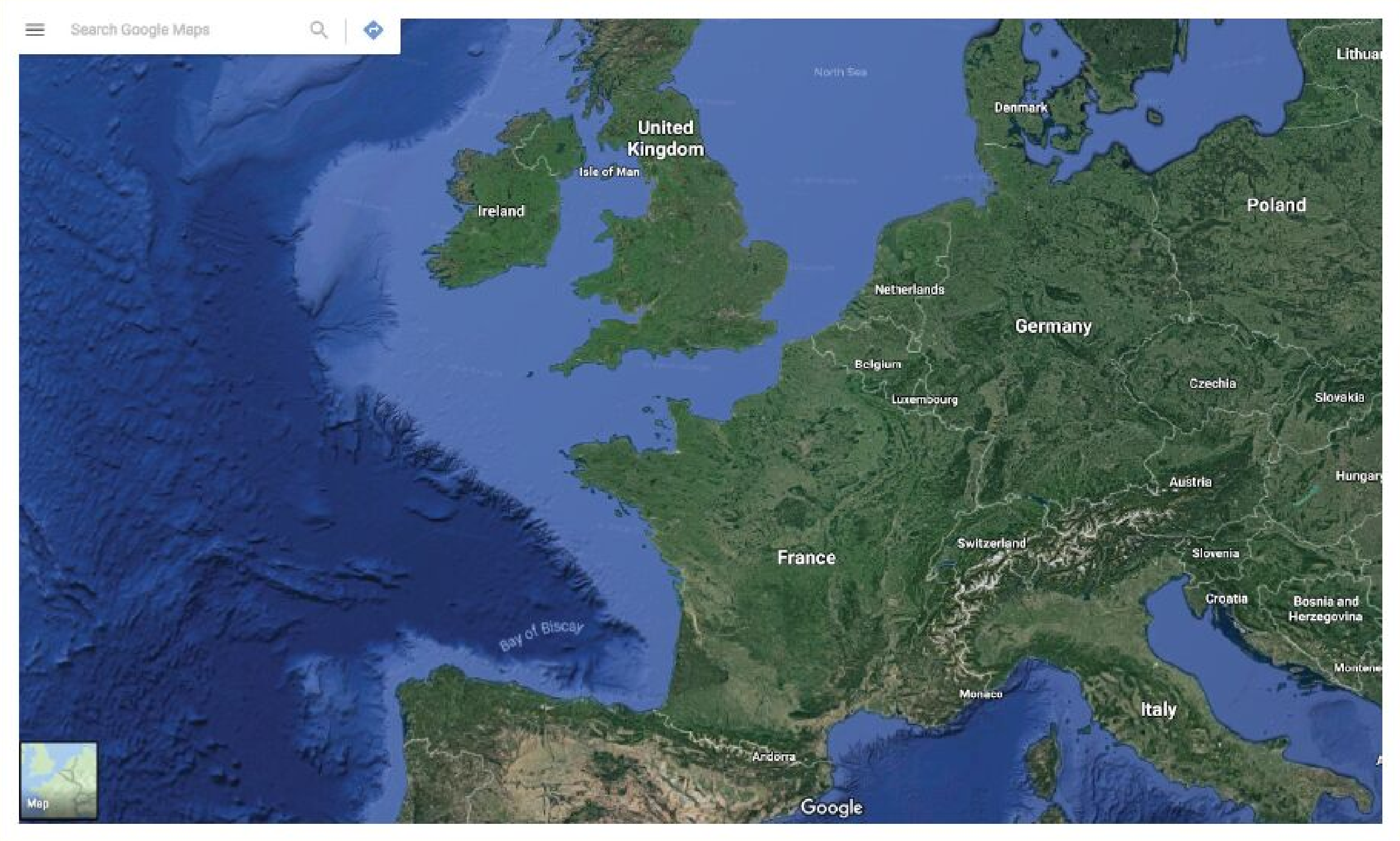
Work
Set a work address

Planning a Route with Maps

Google Maps features a very powerful, and normally very accurate, route planner. You can plan a route by car, on foot or even using public transport. If you save your route to My Maps, you can easily access it again on your mobile device.

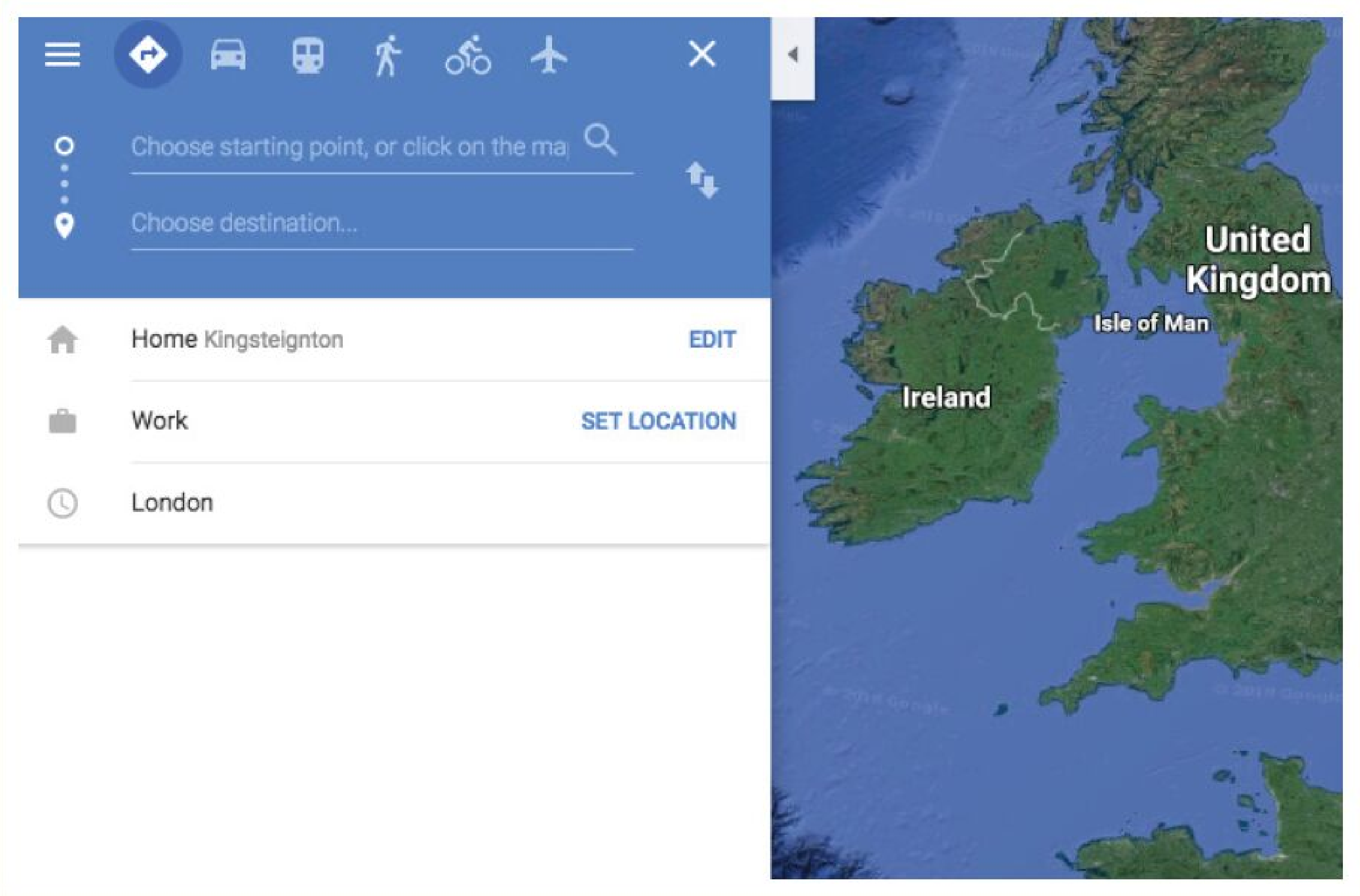
Step 1

› Click on the Apps icon at the top right of the Google Search home page and select Maps. The map, normally zoomed out on the country you live in, will be shown on the page and a search box, which will act as your navigation hub. Note: If you aren't signed in to your Google account, do so now.


Search Google Maps
North Sea
United Kingdom
Isle of Man
Ireland
Denmark
Poland
Netherlands
Germany
Belgium
Luxembourg
Czechia
Slovakia
Austria
Hungary
France
Switzerland
Slovenia
Croatia
Bosnia and Herzegovina
Bay of Biscay
Monaco
Italy
Andorra
Google

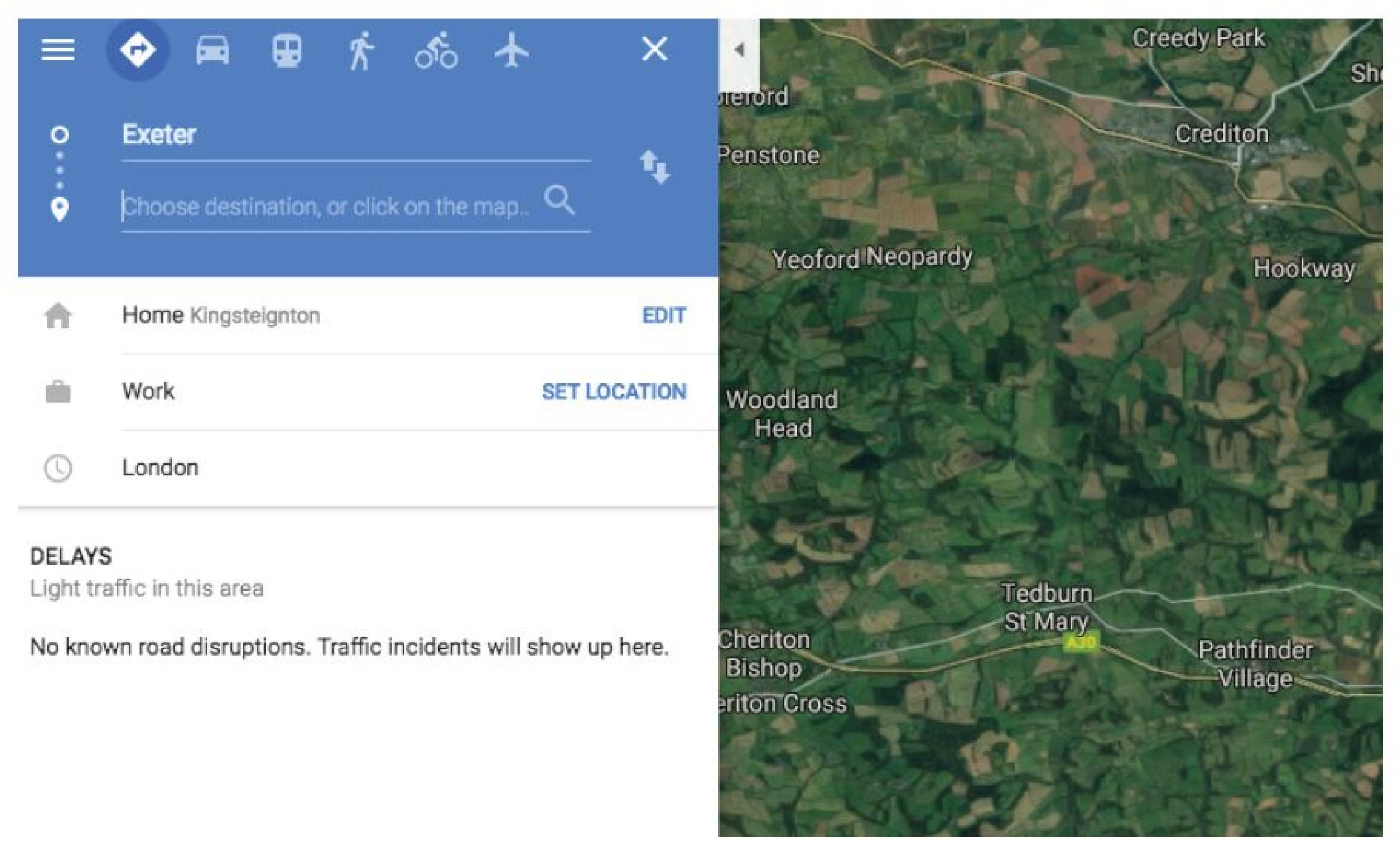
Step 2

› Click on the blue arrow on the search box. Two boxes will appear in the blue bar, these are start and destination input points, along with buttons to choose your mode of transport. These include travelling by car, on foot, by public transport or by bicycle. Click on the mode of transport you will be using.


Choose starting point, or click on the ma
Choose destination...
Home Kingsteignton
EDIT
Work
SET LOCATION
London
United Kingdom
Isle of Man
Ireland

Step 3

› In the start box, type the starting point for your journey. If you have added a home address to My Places, and if your journey starts at home, you can simply type Home in the first box. If not, type your preferred starting locations. This can be an address or even just a town or city.



Exeter

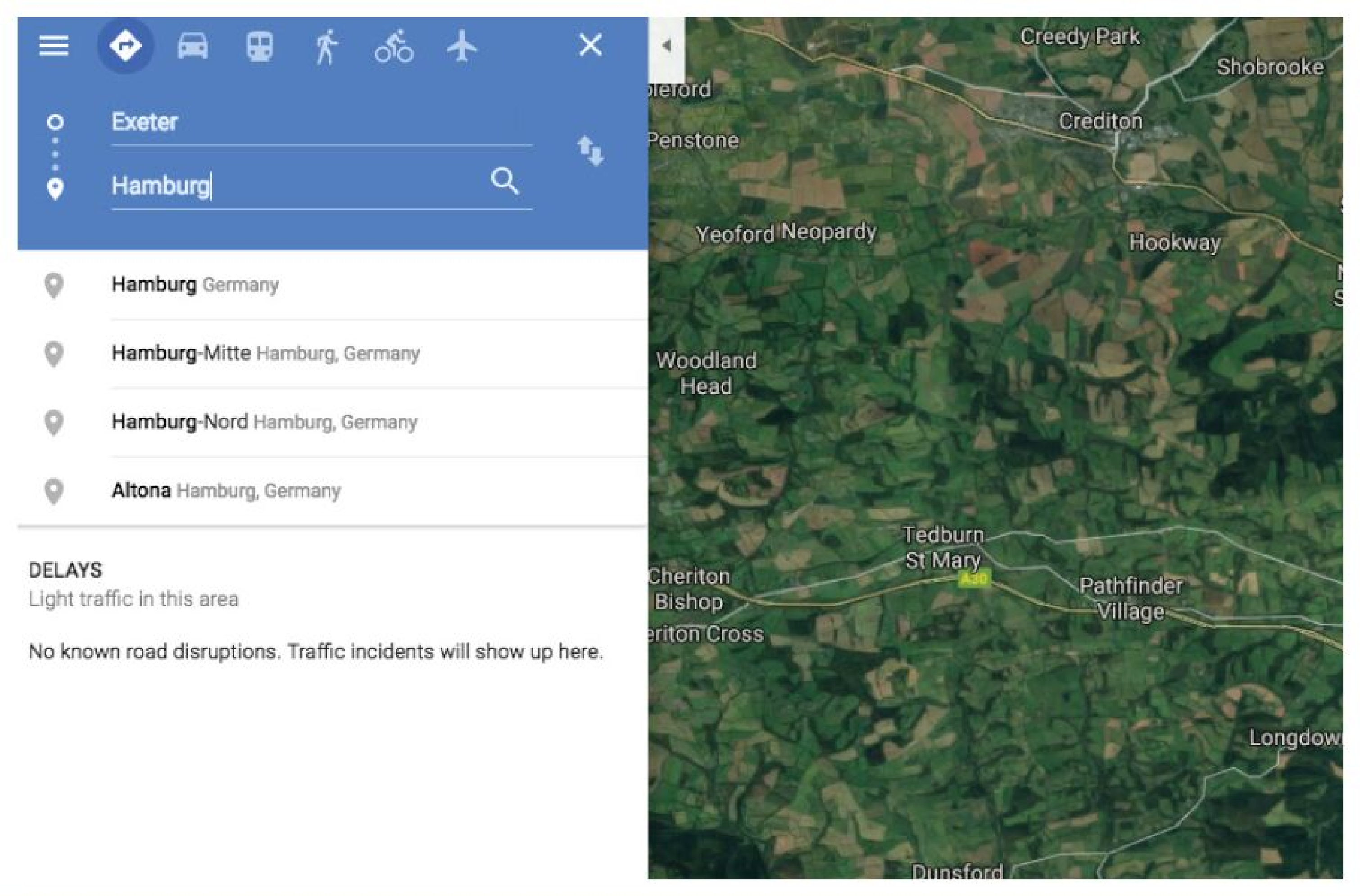
DELAYS
Light traffic in this area

No known road disruptions. Traffic incidents will show up here.

Choose destination, or click on the map...
Home Kingsteignton
EDIT
Work
SET LOCATION
London
Creedy Park
Crediton
Penstone
Yeoford
Neopardy
Hookway
Woodland Head
Tedburn St Mary
Cheriton Bishop
Pathfinder Village

Step 4

› Type your destination in the second box. Again, this can be an exact address or a town or city. Suggestions will appear as you type, so make sure you select the correct address; there will almost certainly be more than one instance of your street name to be found.



Exeter

Hamburg

Hamburg Germany

Hamburg-Mitte Hamburg, Germany

Hamburg-Nord Hamburg, Germany

Altona Hamburg, Germany

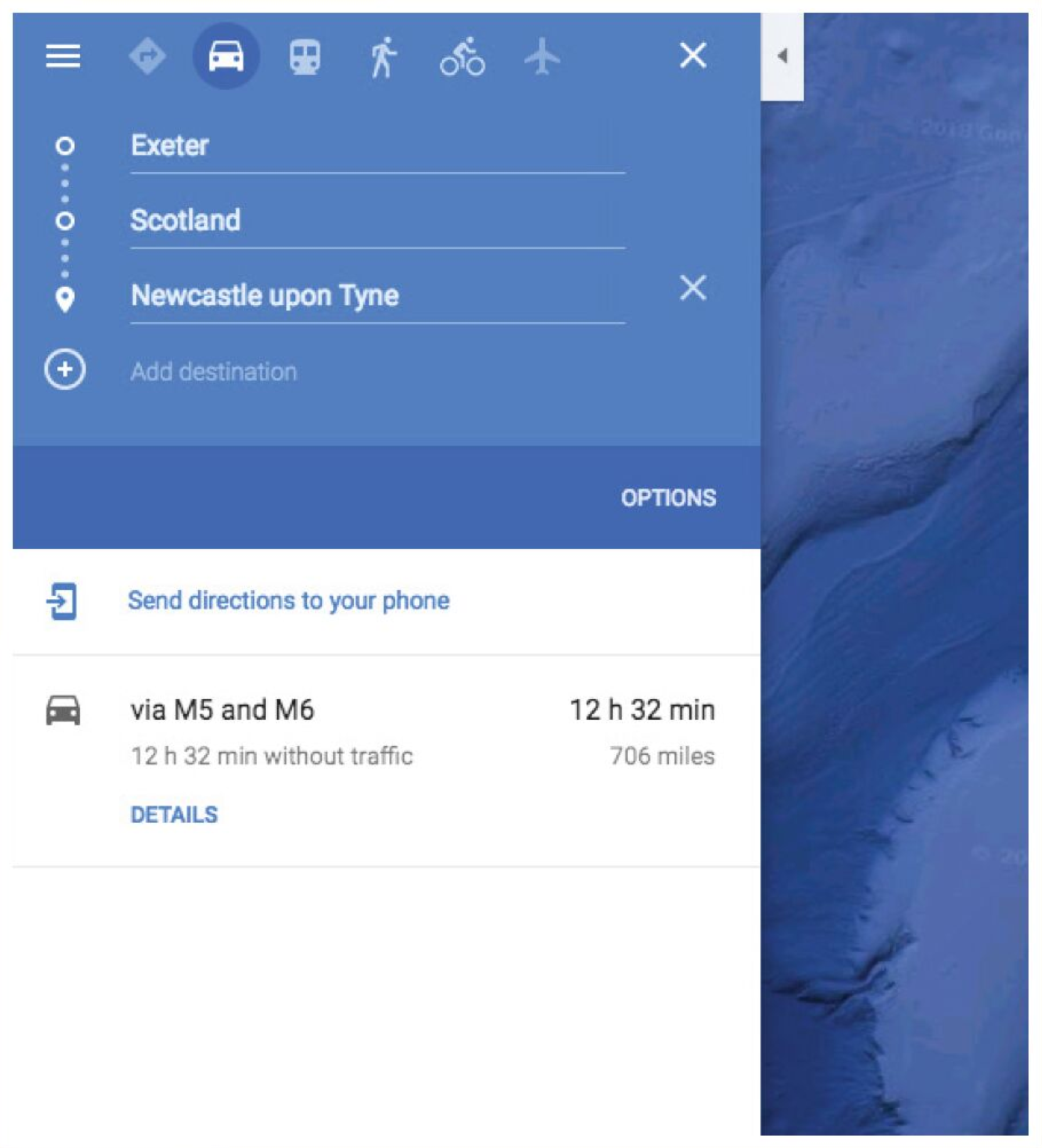
DELAYS
Light traffic in this area

No known road disruptions. Traffic incidents will show up here.

Creedy Park
Shobrooke
Crediton
Penstone
Yeoford
Neopardy
Hookway
Woodland Head
Tedburn St Mary
Cheriton Bishop
Pathfinder Village
Longdown
Dunsford

Step 5

❱ With both starting point and destination completed, Google Maps will automatically generate your route. If you want to include additional stopping points to your journey, click on Add Destination and a third box will appear. Remove this box by clicking the X next to it.



Exeter
Scotland
Newcastle upon Tyne

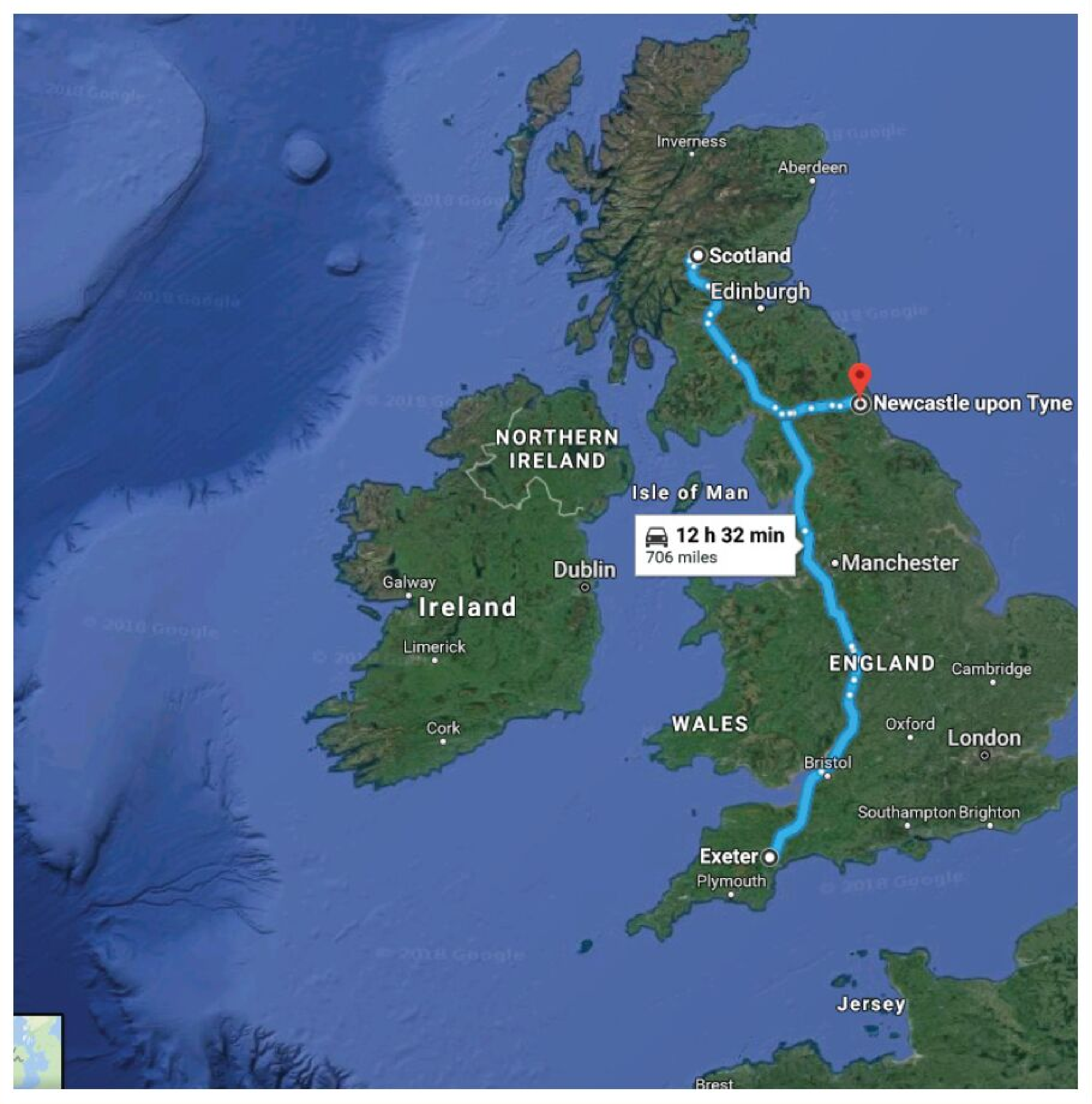
Add destination
OPTIONS
Send directions to your phone

via M5 and M6 — 12 h 32 min
12 h 32 min without traffic — 706 miles

DETAILS

Step 6

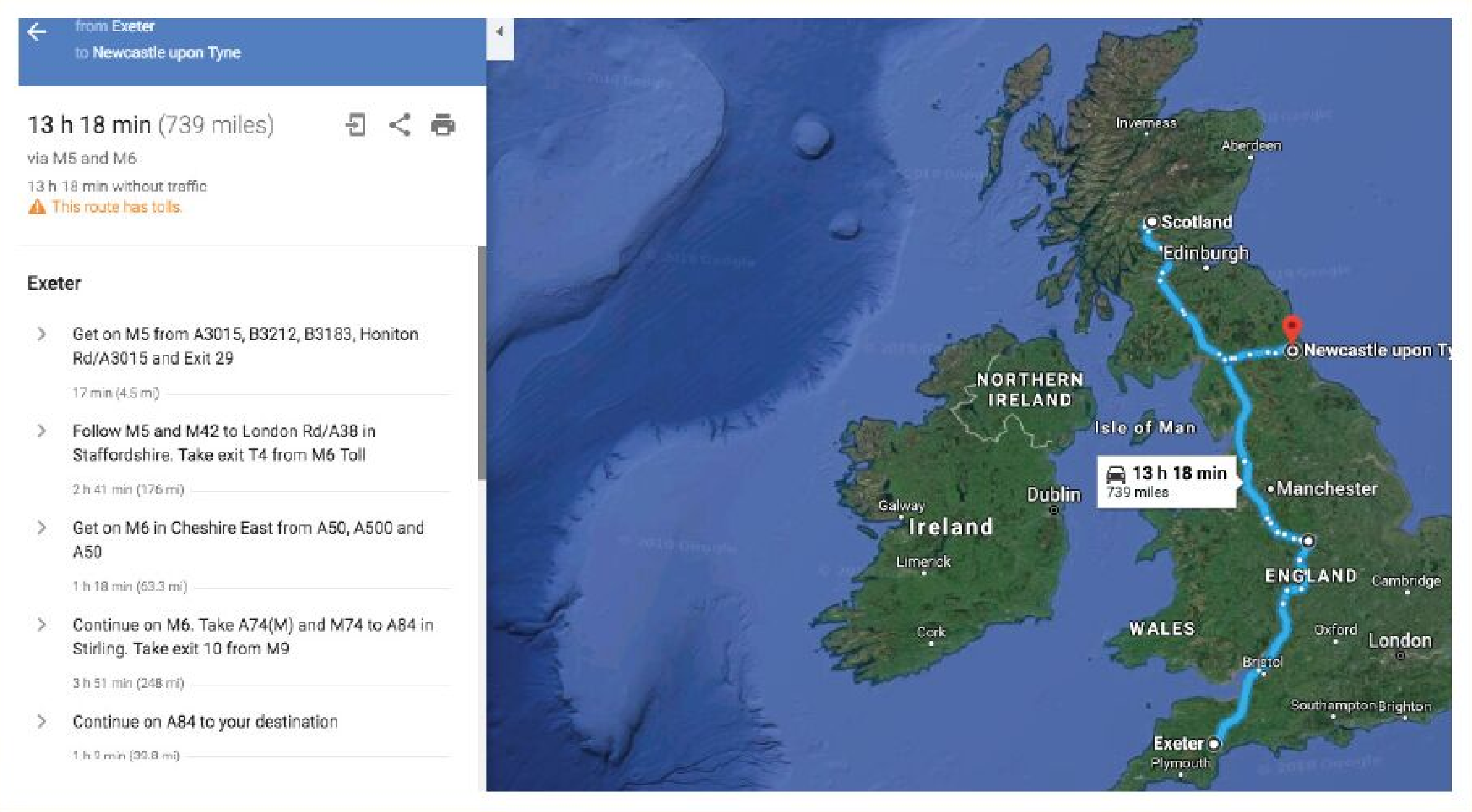
❱ Having generated your route, the map screen will zoom in to show the complete journey highlighted in blue. You can zoom in and out as normal if you want to get a closer look at the route. You can also alter the route by clicking on any part of it and dragging the blue line.



Inverness
Aberdeen
Scotland
Edinburgh
Newcastle upon Tyne
NORTHERN IRELAND
Isle of Man
12 h 32 min
706 miles
Manchester
Galway
Ireland
Dublin
Limerick
Cork
ENGLAND
Cambridge
WALES
Oxford
London
Bristol
Southampton
Brighton
Exeter
Plymouth
Jersey
Brest

Step 7

❱ The route is shown as a list of directions in the left-hand column which is accessed by clicking the Details icon. At the top of the list the distance and the estimated journey time is displayed. Roll your mouse over the list and you will see a marker displayed on the map at different junctions, roundabouts, etc.



from Exeter
to Newcastle upon Tyne

13 h 18 min (739 miles)
via M5 and M6
13 h 18 min without traffic
⚠ This route has tolls.

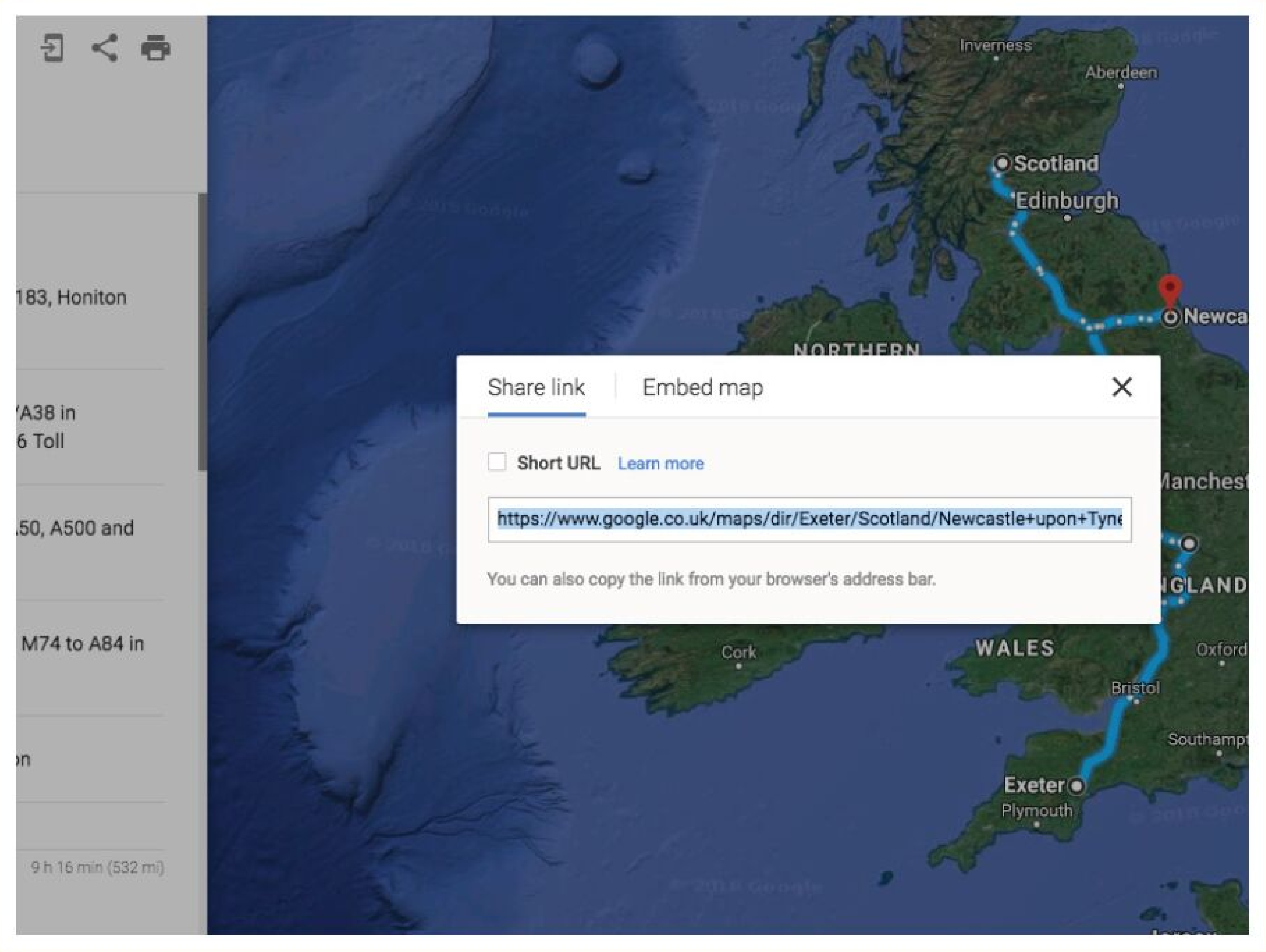
Exeter

- Get on M5 from A3015, B3212, B3183, Honiton Rd/A3015 and Exit 29
  17 min (4.5 mi)
- Follow M5 and M42 to London Rd/A38 in Staffordshire. Take exit T4 from M6 Toll
  2 h 41 min (176 mi)
- Get on M6 in Cheshire East from A50, A500 and A50
  1 h 18 min (63.3 mi)
- Continue on M6. Take A74(M) and M74 to A84 in Stirling. Take exit 10 from M9
  3 h 51 min (248 mi)
- Continue on A84 to your destination
  1 h 9 min (30.8 mi)

Inverness
Aberdeen
Scotland
Edinburgh
Newcastle upon Tyne
NORTHERN IRELAND
Isle of Man
13 h 18 min
739 miles
Manchester
Galway
Ireland
Dublin
Limerick
ENGLAND
Cambridge
Cork
WALES
Oxford
London
Bristol
Southampton
Brighton
Exeter
Plymouth

Step 8

❱ Scroll to the top of the directions list and you will see three icons, a link to save the route to My Maps. Share the details and you can also print directions directly by clicking the printer button. You can choose to show the map or just the directions on your printout.



Share link
Embed map

☐ Short URL

Learn more

https://www.google.co.uk/maps/dir/Exeter/Scotland/Newcastle+upon+Tyne

You can also copy the link from your browser's address bar.

183, Honiton
/A38 in
6 Toll
.50, A500 and
M74 to A84 in
on
9 h 16 min (532 mi)

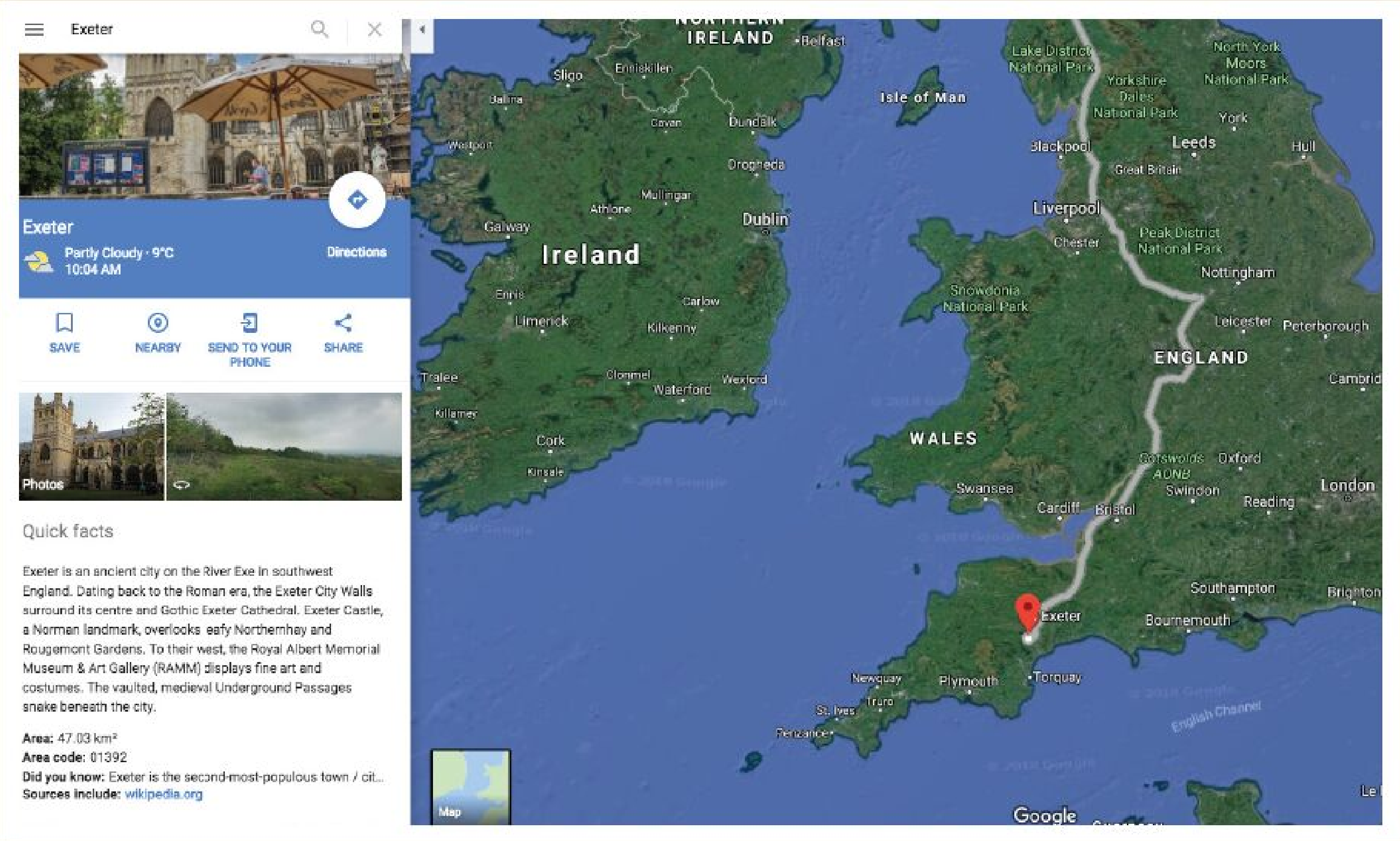
Inverness
Aberdeen
Scotland
Edinburgh
Newca
NORTHERN
Manchest
GLAND
Cork
WALES
Oxford
Bristol
Southampt
Exeter
Plymouth

Using Google Street View

Street View is a feature of Google Maps that allows you to quickly and easily view and navigate high-resolution, 360-degree street level images of various cities around the world. With this guide you can learn the new ways to enter Street View.

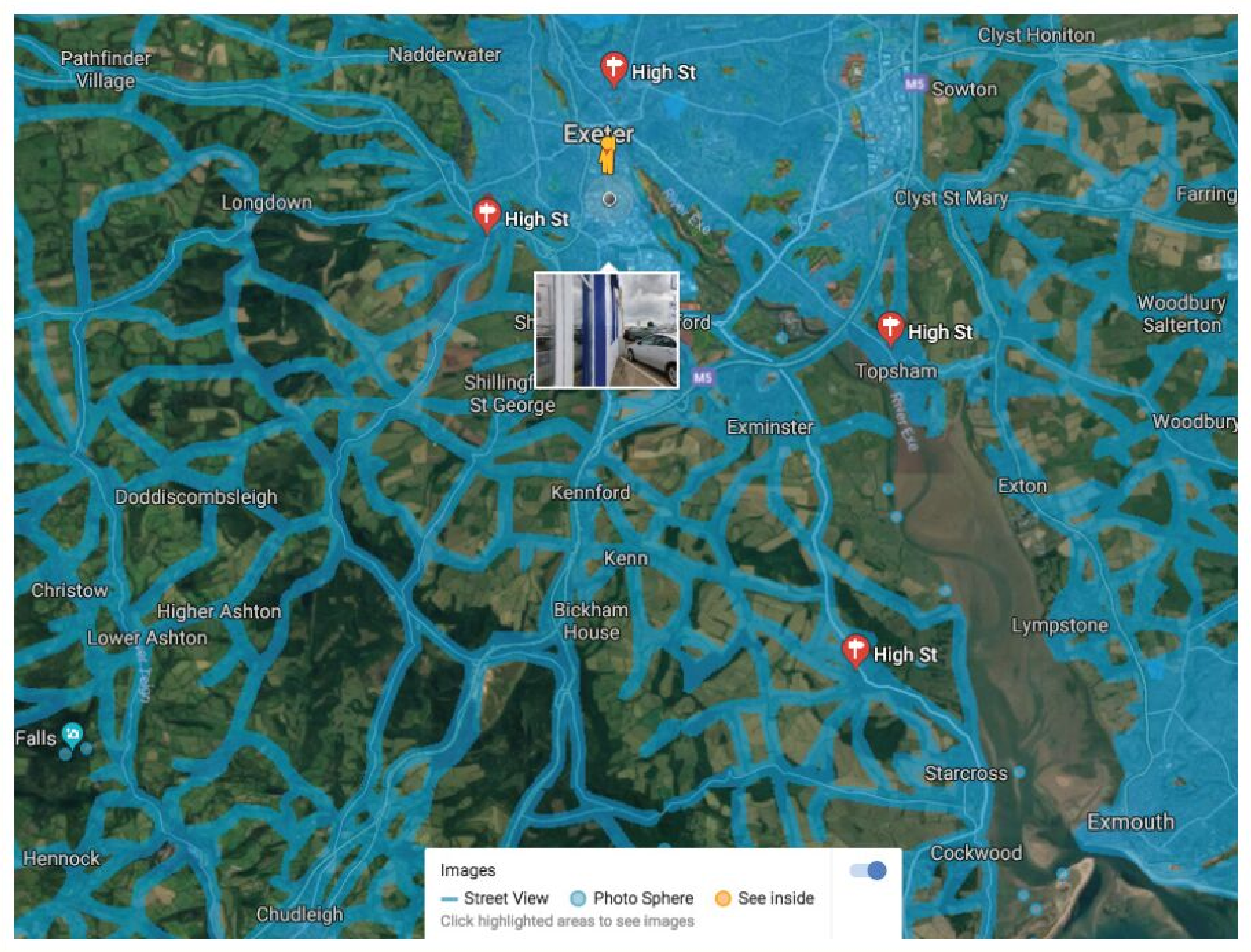
Step 1

❱ To start using Street View, open the Google Maps page by clicking on the Maps link on the Google Search home page. Type the name of the street, town or city you want to start viewing in the search box at the top of the screen.


Exeter
Directions
SAVE
NEARBY
SEND TO YOUR PHONE
SHARE
Photos
Quick facts
NORTHERN IRELAND
Isle of Man
Ireland
WALES
ENGLAND
Dublin
Leeds
Liverpool
London
Exeter
Google

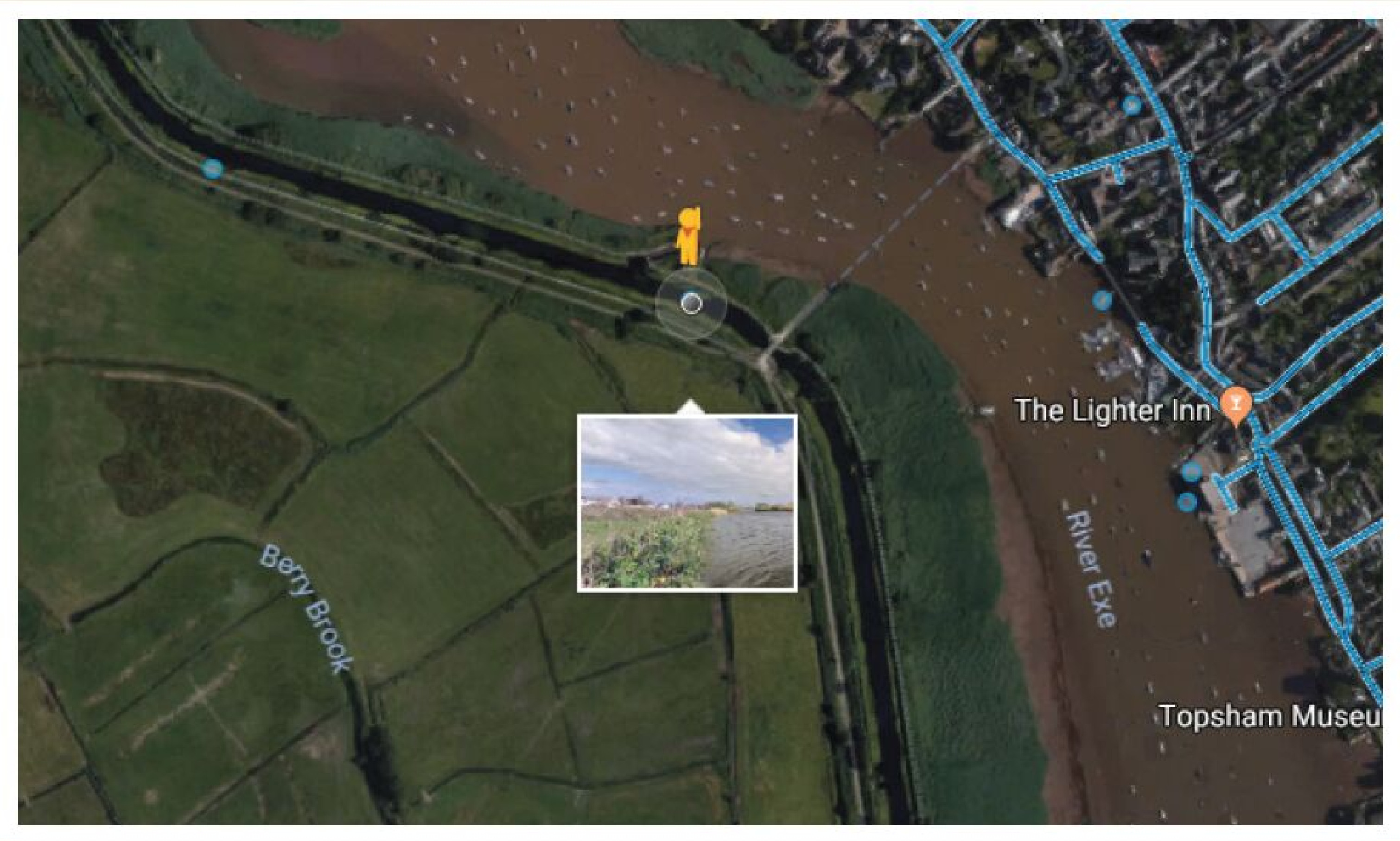
Step 2

❱ When the map has zoomed in to show the area you searched for, click and drag the little yellow man from the bottom of the map zoom controls, onto the map. Blue lines will appear to show which streets and roads have been captured for Street View.


Pathfinder Village
Nadderwater
High St
Clyst Honiton
Sowton
Exeter
Longdown
Clyst St Mary
Topsham
Exminster
Shillingford St George
Kenn
Kennford
Doddiscombsleigh
Christow
Higher Ashton
Lower Ashton
Bickham House
Exton
Lympstone
Woodbury Salterton
Starcross
Exmouth
Cockwood
Hennock
Chudleigh
Images
Street View
Photo Sphere
See inside
Click highlighted areas to see images

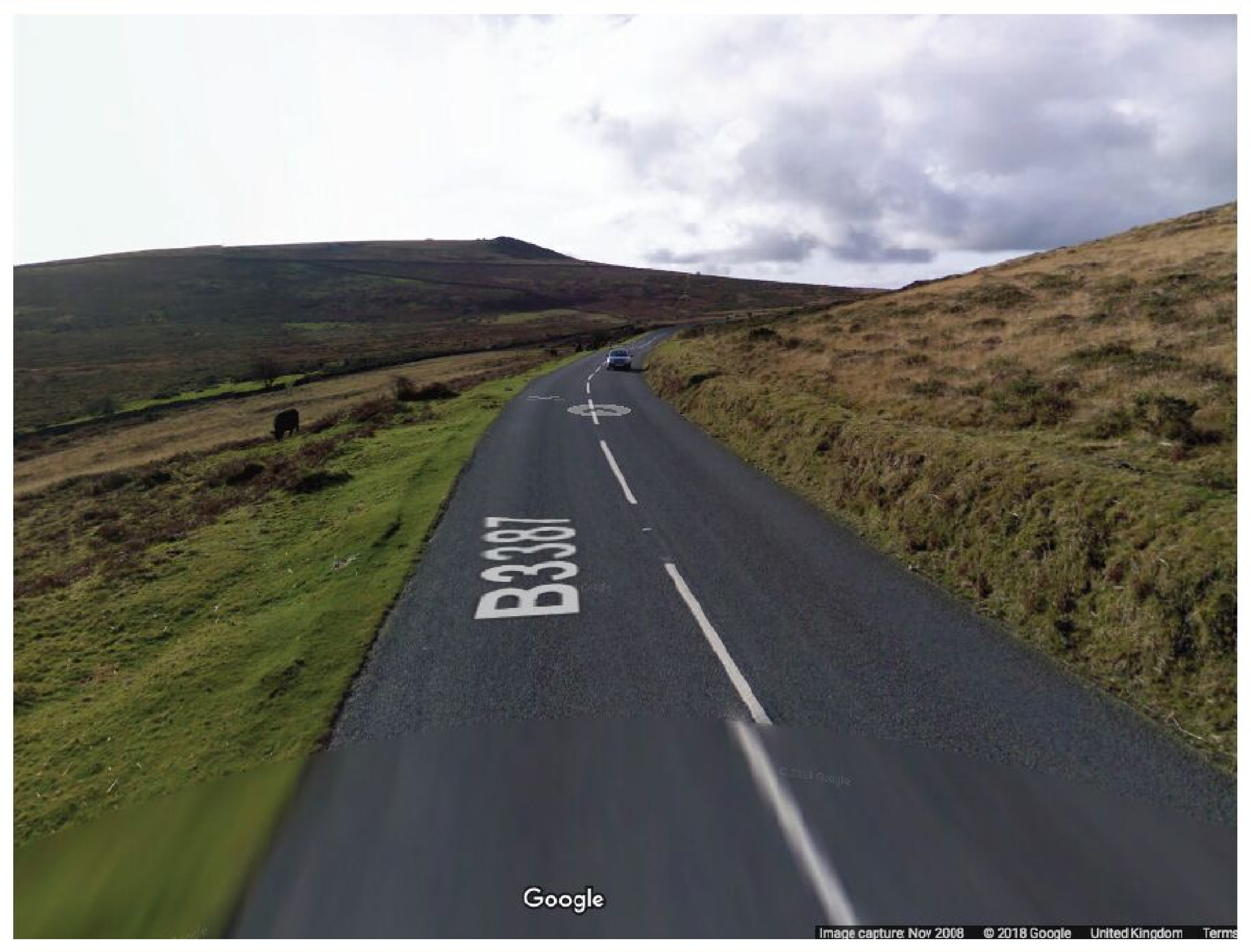
Step 3

❱ Drop the yellow man icon onto any of these blue lines to see that road in Street View. As you hold the man over a marked location, Street View image will remain static, but if you slowly move it you will get additional Street View previews.


The Lighter Inn
River Exe
Berry Brook
Topsham Museu

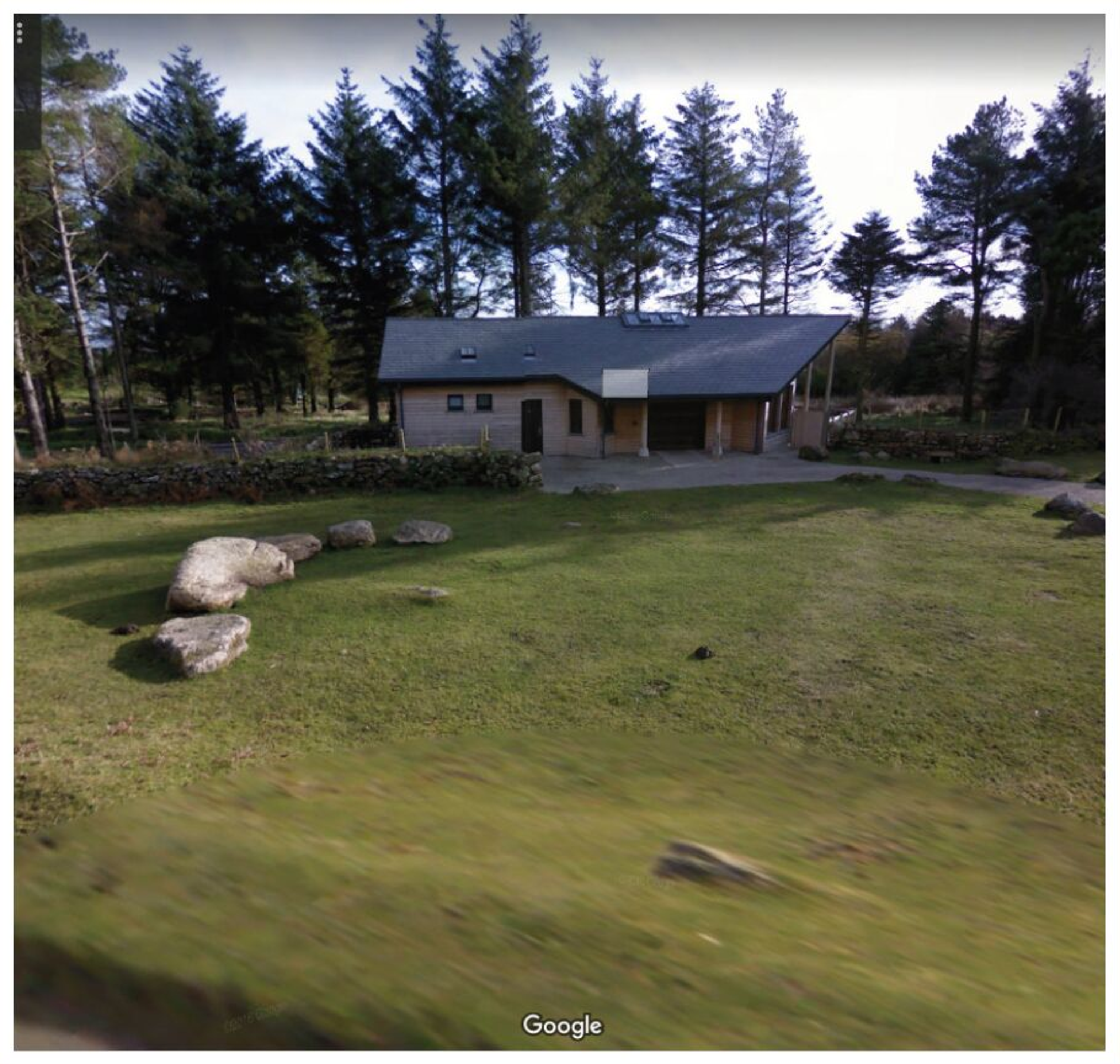
Step 4

❱ With Street View now showing, you can move around by moving the mouse pointer onto the road so that it becomes a circle and then clicking. The camera will pan forward to that position. Repeating this action lets you follow roads and streets along their length.


B3387
Google
Image capture: Nov 2008 © 2018 Google United Kingdom Terms

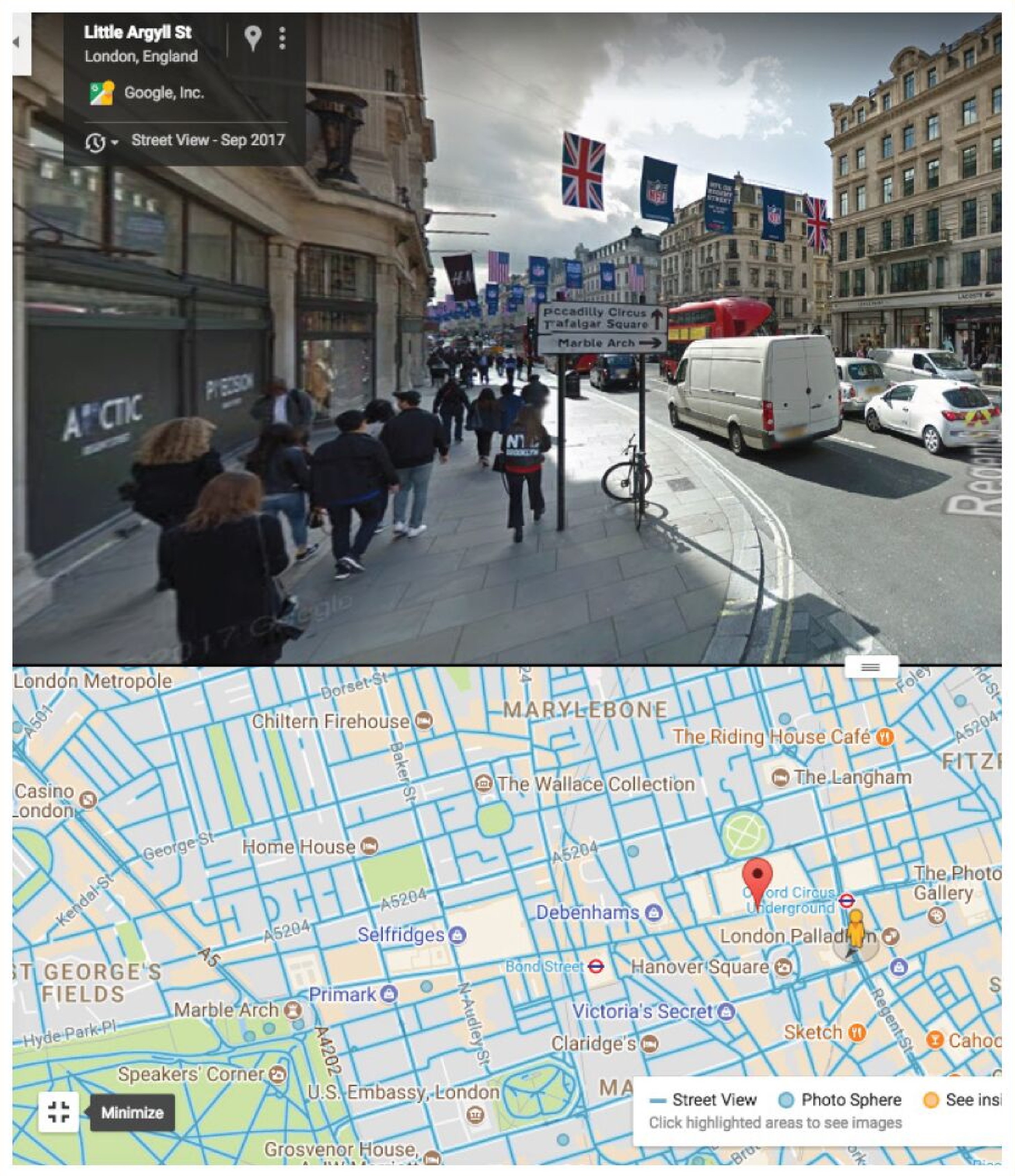
Step 5

❱ Move the mouse pointer up onto the side of a building and it turns into a rectangle. Click the mouse and the camera will rotate to show the building centred on the screen. If, when you move the pointer onto a building, it shows a magnifying glass, you can zoom in to the image.



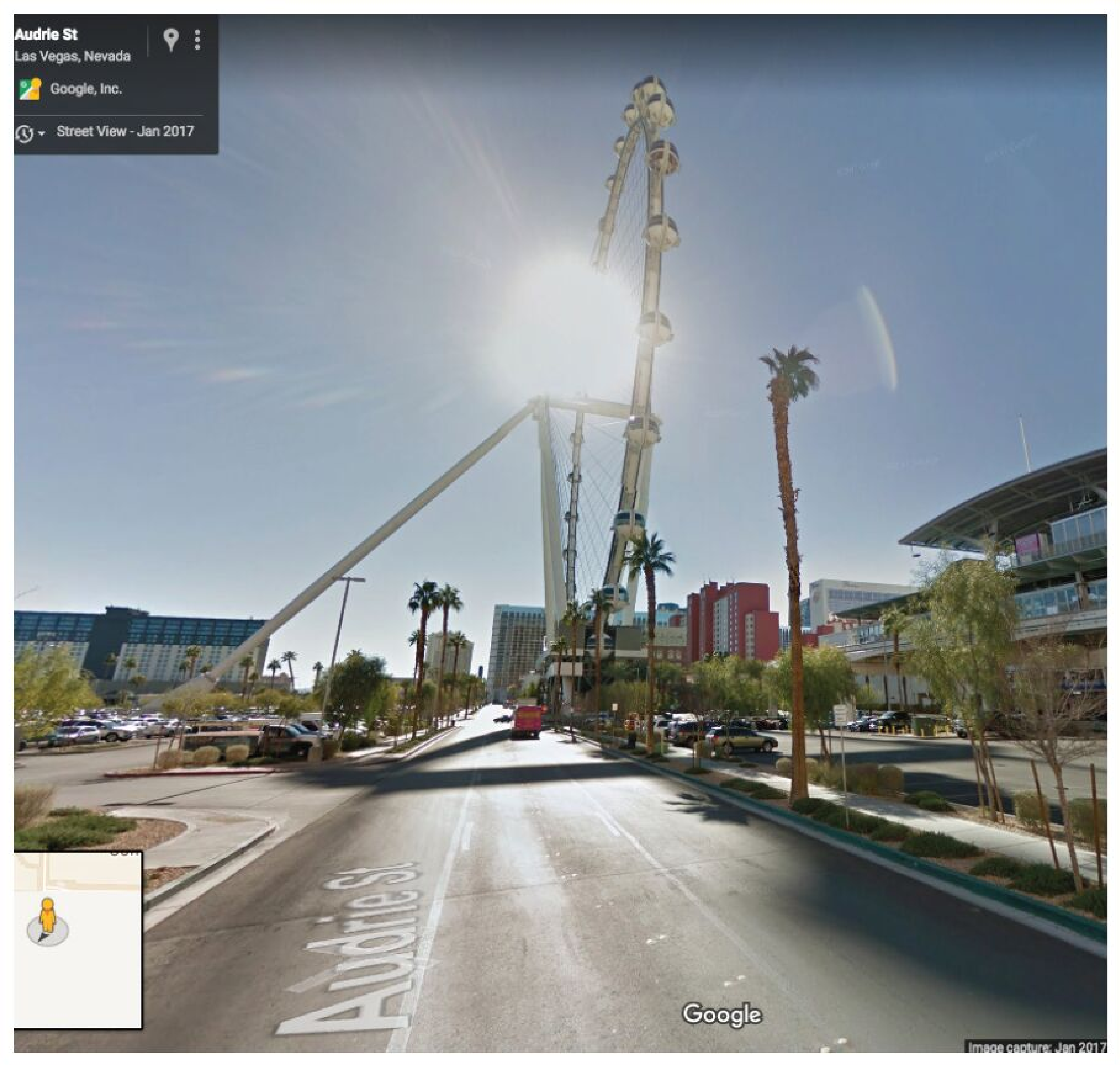
Step 6

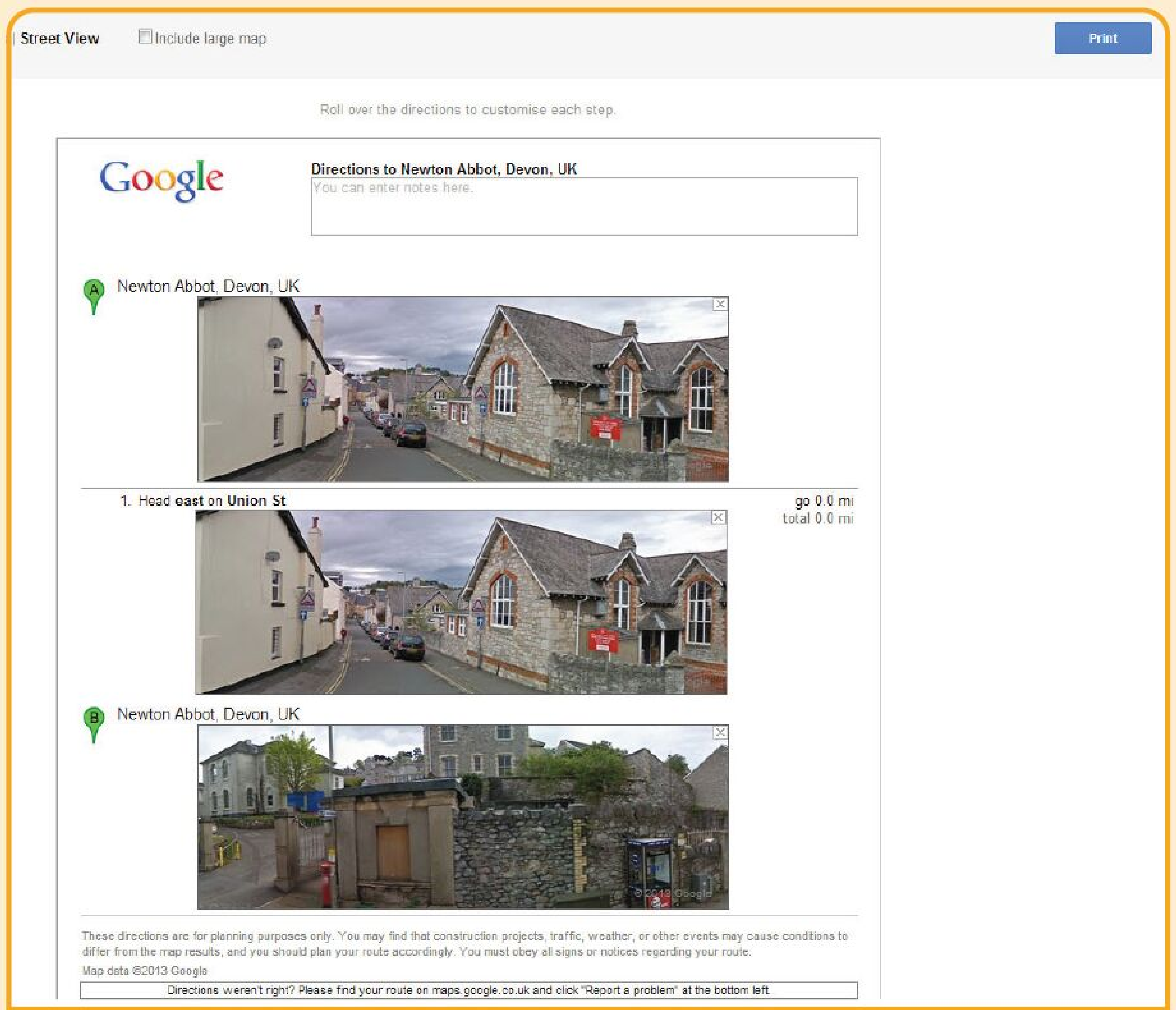
❱ In the corner of the Street View window is a small box showing your position on the map. You can expand or minimise it by clicking the icon to the bottom left. When you expand the map box, it will split the screen with Street View. You can also quick navigate your location by double tapping on the desired location.


Little Argyll St
London, England
Google, Inc.
Street View - Sep 2017
London Metropole
Chiltern Firehouse
MARYLEBONE
The Riding House Café
The Wallace Collection
The Langham
Casino London
Home House
Selfridges
Debenhams
London Palladium
The Photographers' Gallery
ST GEORGE'S FIELDS
Hanover Square
Bond Street
Primark
Marble Arch
Victoria's Secret
Claridge's
Sketch
Speakers' Corner
U.S. Embassy, London
Grosvenor House
Minimize
Street View
Photo Sphere
Click highlighted areas to see images

Step 7

❱ You can also use the mouse wheel to zoom in and out of the image in Street View. If you want to view the image in full screen, click in the button with four arrows in the top corner of the window. Click the X next to that to close Street View and return to the normal map view.


Audrie St
Las Vegas, Nevada
Google, Inc.
Street View - Jan 2017
Audrie St
Google
Image capture: Jan 2017


Street View
☐ Include large map
Print
Google

Roll over the directions to customise each step.

Directions to Newton Abbot, Devon, UK

You can enter notes here.

A Newton Abbot, Devon, UK

1. Head **east** on **Union St** go 0.0 mi total 0.0 mi

B Newton Abbot, Devon, UK

These directions are for planning purposes only. You may find that construction projects, traffic, weather, or other events may cause conditions to differ from the map results, and you should plan your route accordingly. You must obey all signs or notices regarding your route.

Map data ©2013 Google

Directions weren't right? Please find your route on maps.google.co.uk and click "Report a problem" at the bottom left.

Route Plan with Street View

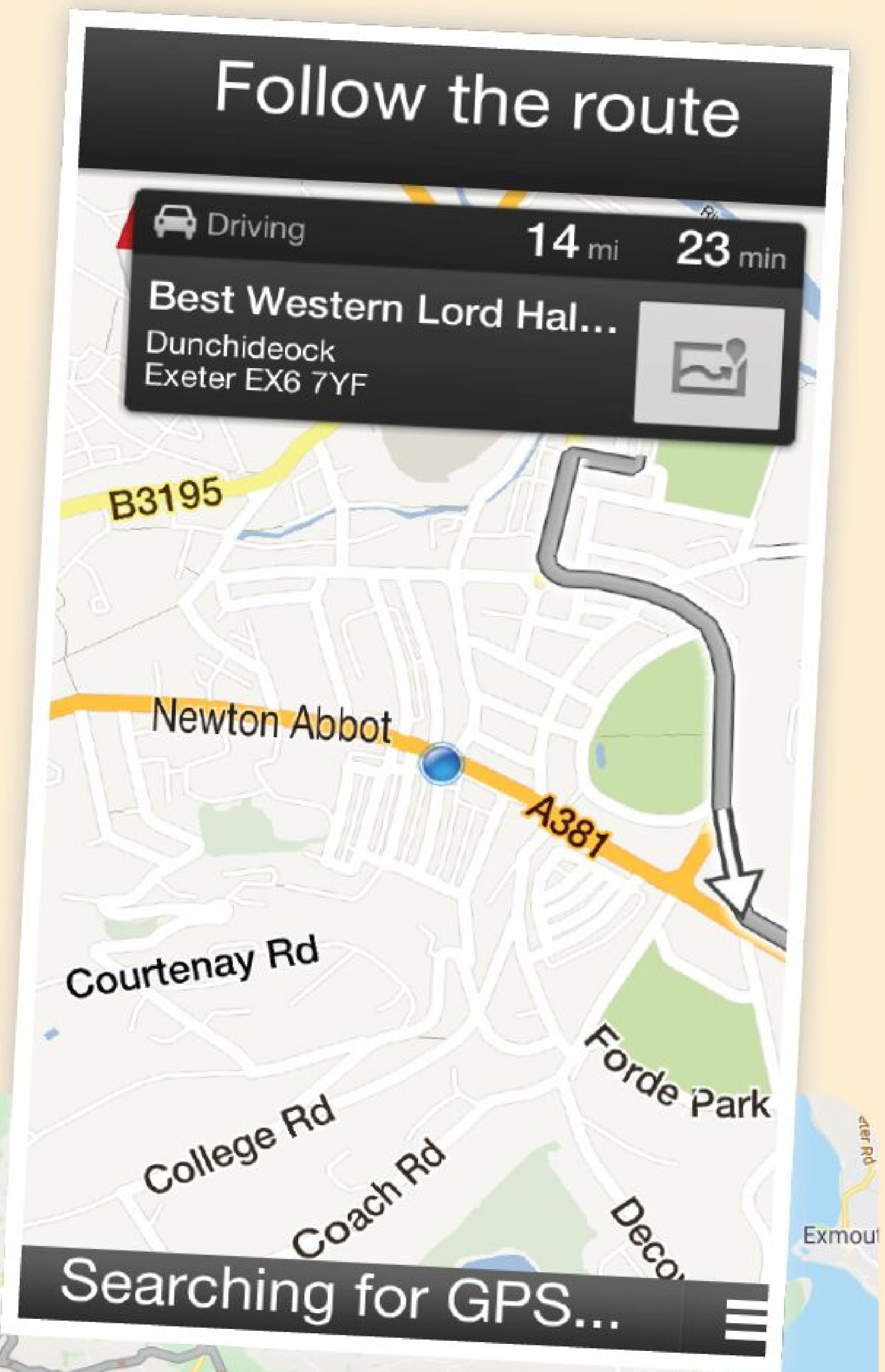
When using the route planner feature of Google Maps, it is possible to have the route displayed with a Street View image for each junction, roundabout or major change of direction. To activate this option, plan your route using the steps shown previously, click to print the route and then click the Street View link at the top of the Print screen.

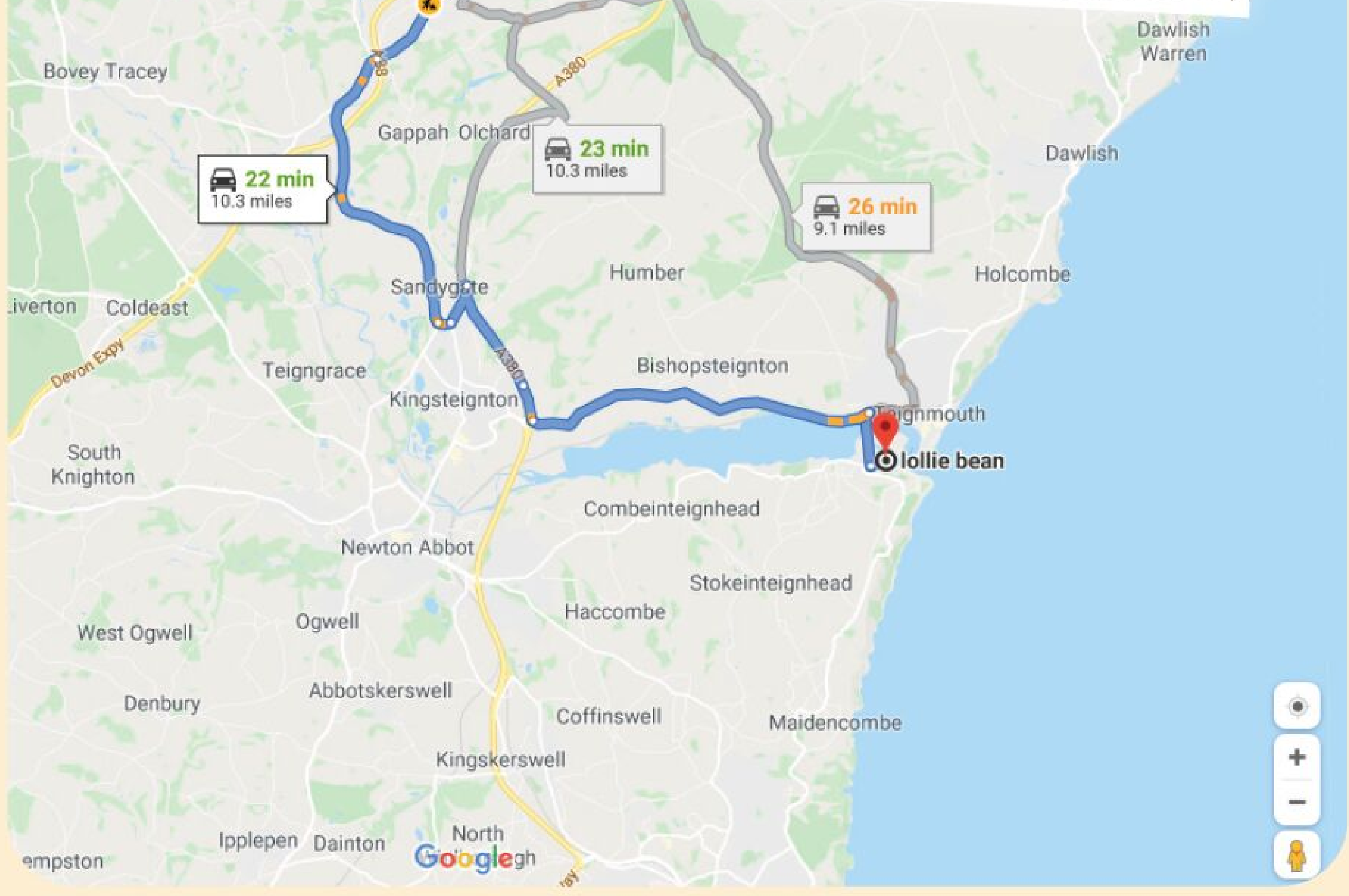
Google Maps Tips and Tricks

Google Maps and Google Earth are two of the most powerful and useful tools that Google has ever produced. If you have never done more than check out your house on Maps, here are a few tips and tricks that will help you to see the real possibilities of these tools.

Turn-by-Turn Navigation

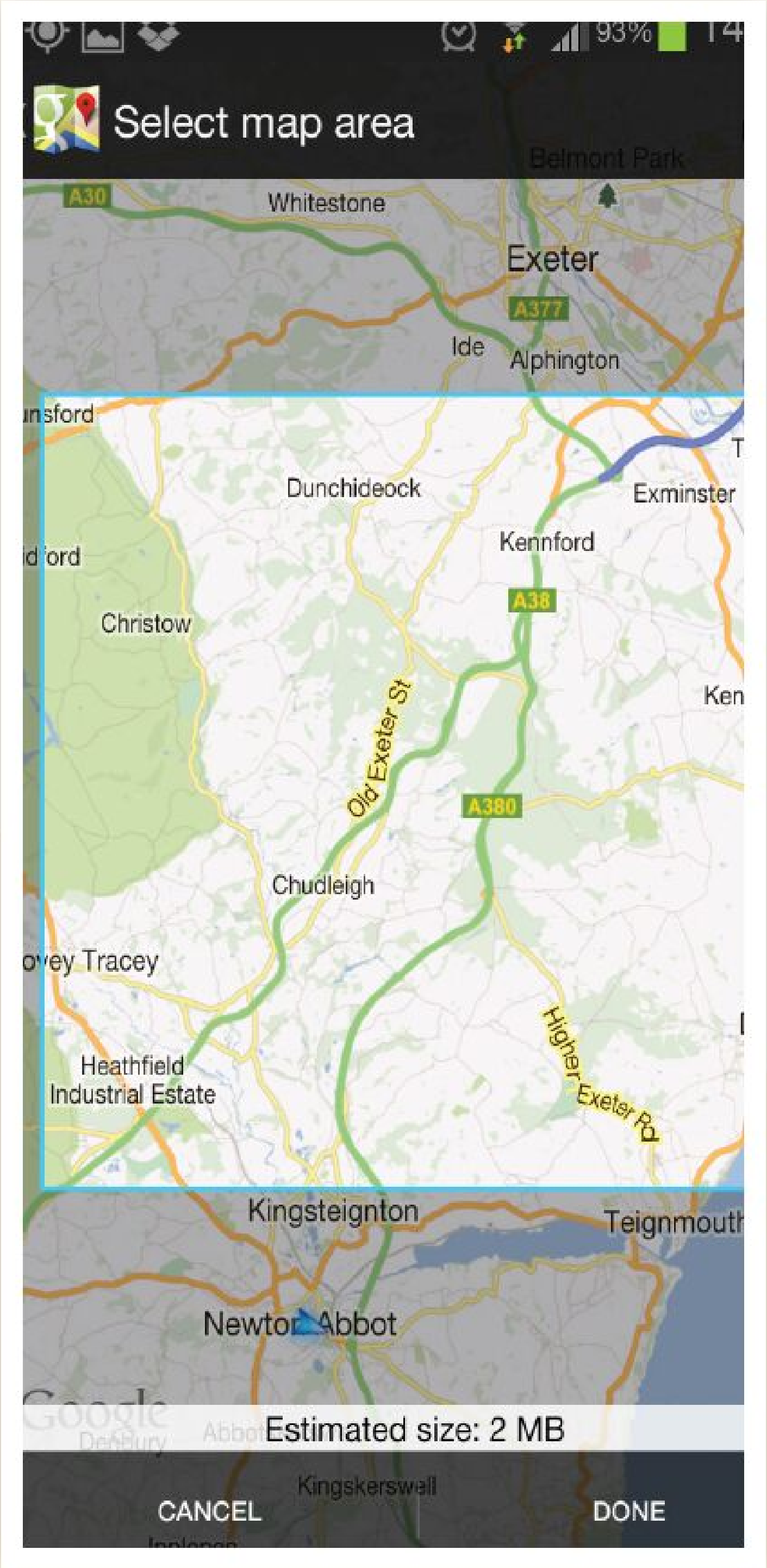
If you own an Android smartphone, you won't need an extra GPS device for your cross country excursions. Map your road trip and get hands-free, turn-by-turn GPS navigation, complete with voice guidance. You can even get live traffic reports, letting you see current traffic conditions before you set off and while you're on the go. Get estimated travel times and even find alternative routes if things look busy.


Follow the route
Driving
14 mi
23 min
Best Western Lord Hal...
Dunchideock
Exeter EX6 7YF
B3195
Newton Abbot
A381
Courtenay Rd
Forde Park
College Rd
Coach Rd
Searching for GPS...


Canonteign Falls
Hennock
Chudleigh
Bovey Tracey
Gappah
Olchard
22 min
10.3 miles
23 min
10.3 miles
26 min
9.1 miles
Sandygate
Humber
Holcombe
Dawlish
Dawlish Warren
Exmouth
Teigngrace
Kingsteignton
Bishopsteignton
Teignmouth
lollie bean
Coldeast
South Knighton
Combeinteignhead
Newton Abbot
Stokeinteignhead
West Ogwell
Ogwell
Haccombe
Denbury
Abbotskerswell
Coffinswell
Maidencombe
Kingskerswell
Ipplepen
Dainton
North
Google

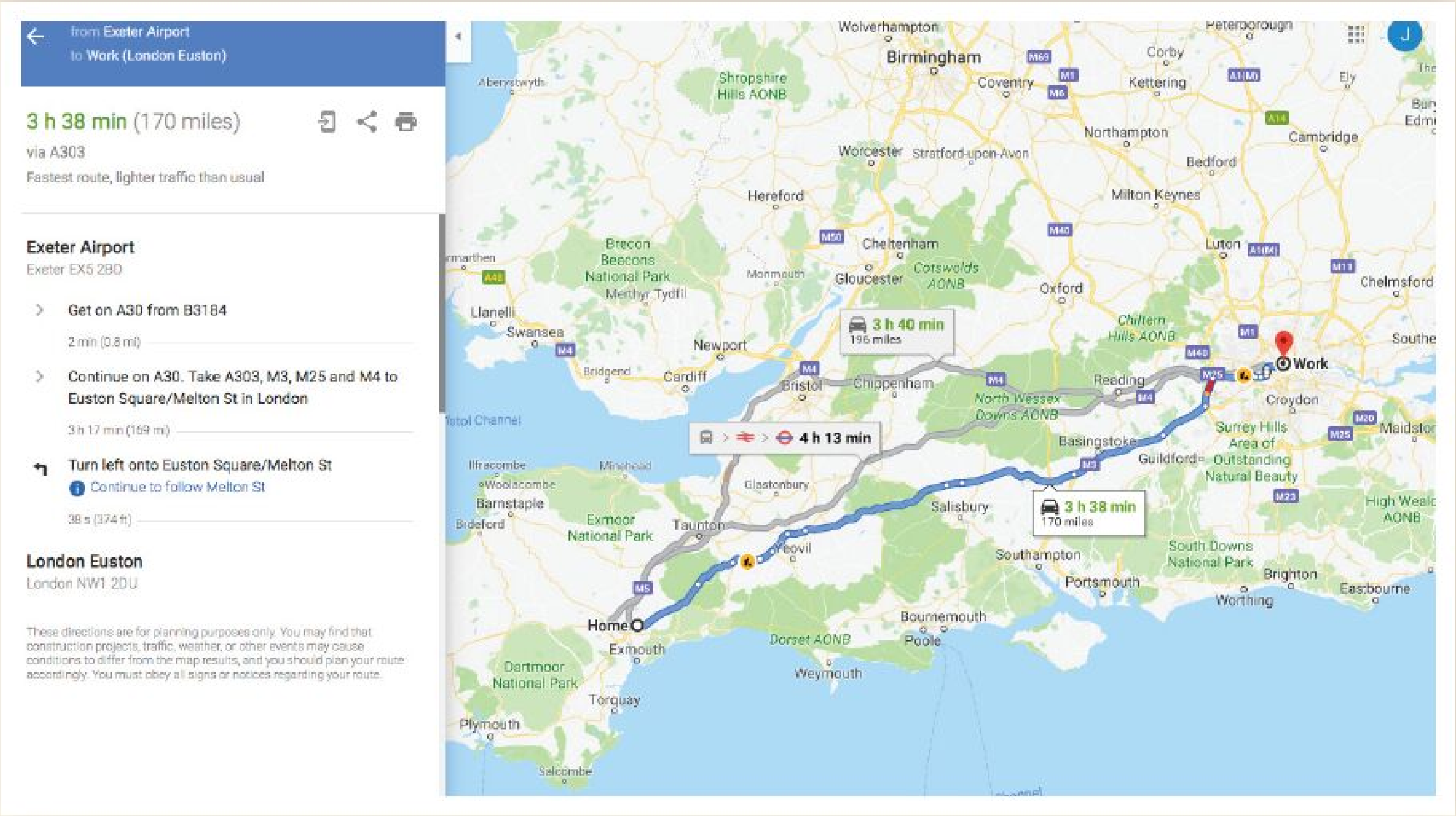
Offline Maps

Get access to a map, with or without a network signal. Download a map of your destination to use offline and maintain GPS functionality even when you lose mobile service. You can save and use certain maps when you're not connected to the Internet. If your mobile device has GPS, the blue dot shows your location so you know where you are. You can even get maps of indoor spaces. The next time you're running through the airport or in a shopping centre, use Google Maps on your mobile phone to get indoor walking directions and find your way around.


Select map area
Whitestone
Exeter
Ide
Alphington
Exminster
Dunchideock
Kennford
Christow
Old Exeter St
Chudleigh
Bovey Tracey
Heathfield Industrial Estate
Higher Exeter Rd
Kingsteignton
Teignmouth
Newton Abbot
Estimated size: 2 MB
CANCEL
DONE

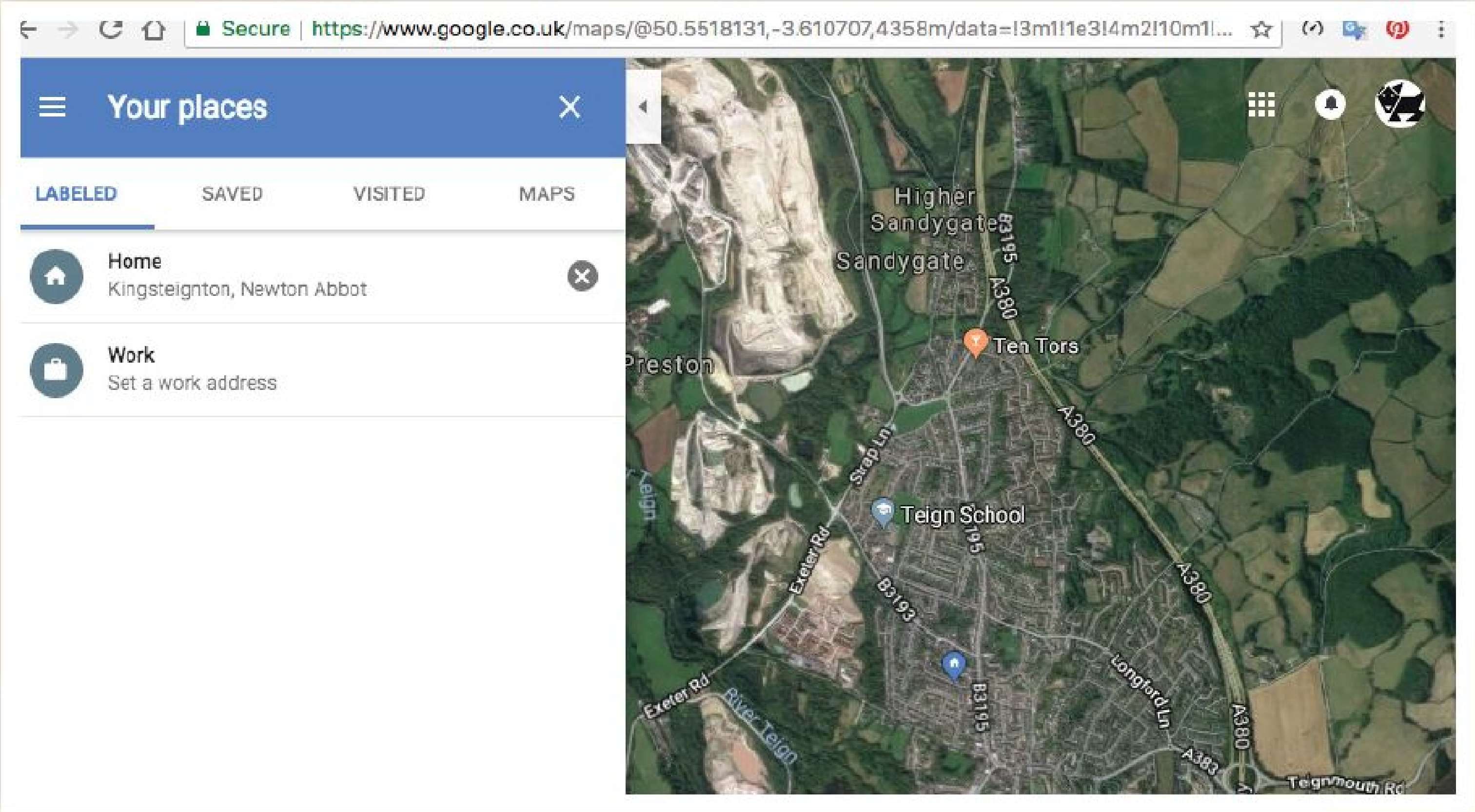
Biking Maps

If you are more of a fan of pedal power than horsepower, you can use the Google Maps Biking Directions beta. Find dedicated bike trails, routes without motor vehicles and the best streets for cycling. Dark green lines indicate bike trails, light green shows dedicated bike lanes and dotted green lines are bicycle-friendly roads. Navigate it all with biking directions in Google Maps Navigation Beta.


3 h 38 min (170 miles)
via A303
Exeter Airport
London Euston
Birmingham
Cambridge
Oxford
Reading
Work
Home
3 h 40 min
4 h 13 min
3 h 38 min

Your Places

Want to map out your travel plans or share hiking spots with friends? Try making your own map of what matters to you most with Your Places. Mark locations, add details like photos and links and invite others to collaborate with you on your map; and access it on your Android device. Sign in to your Google account to access your map across all your devices. You can take your map on the go to find your favourite spots easily and even access your desktop location search history on your phone, and vice versa.


Secure | https://www.google.co.uk/maps/@50.5518131,-3.610707,4358m/data=!3m1!1e3!4m2!10m1!...

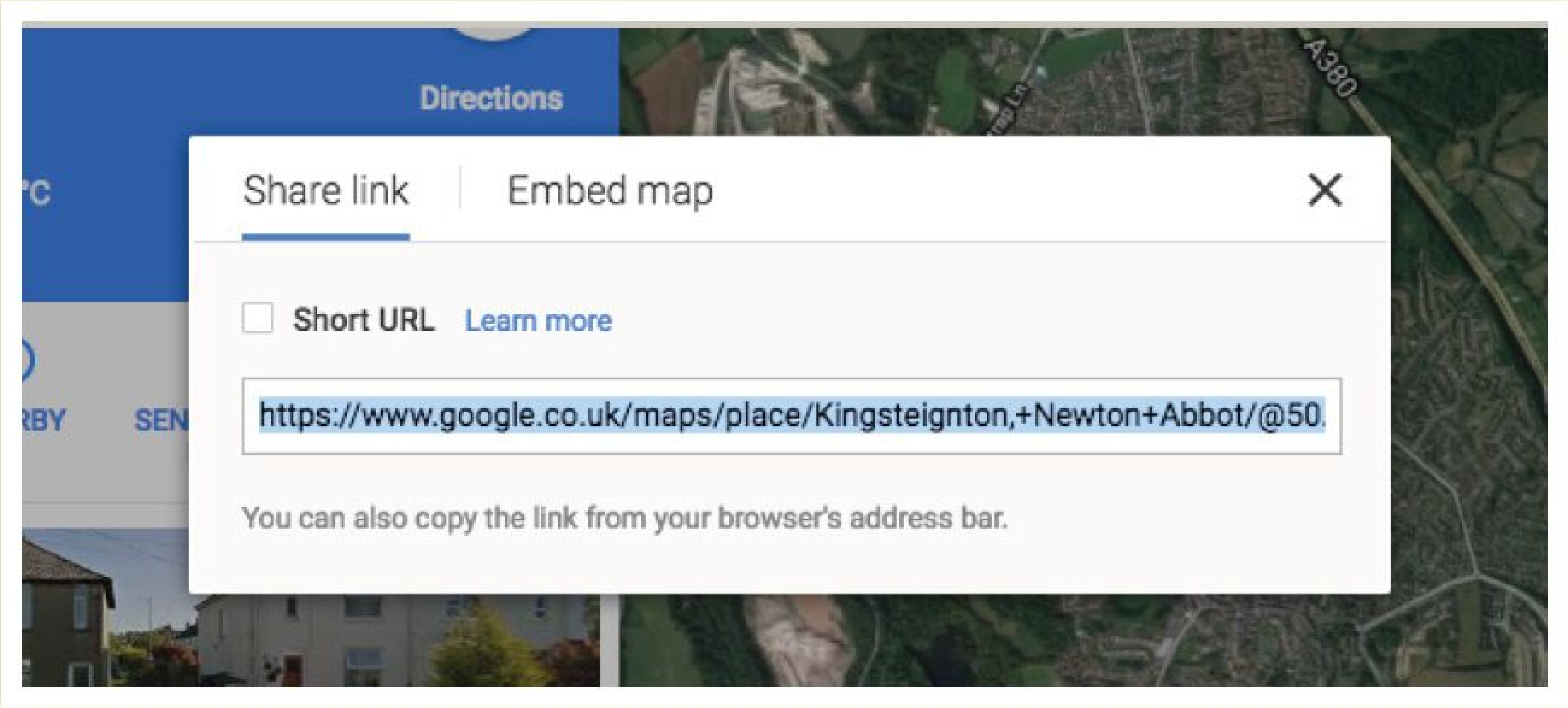
Your places

Home
Kingsteignton, Newton Abbot

Work
Set a work address
LABELED
SAVED
VISITED
MAPS
Higher Sandygate
Sandygate
Preston
Ten Tors
Teign School
A380
B3195
B3193
Exeter Rd
Strap Ln

Sharing Maps

You can share maps via a short URL, an HTML embed, email, text message and even send maps to certain GPS units and cars. To generate a customisable embed code or URL, click on the link icon to the top left of your display. Check the Short URL box (or whatever you require) or click the link for Customise and Preview Embedded Map. If you want to send the link out, rather than copy/paste the text that's been generated, click Send for further options.


Share link | Embed map

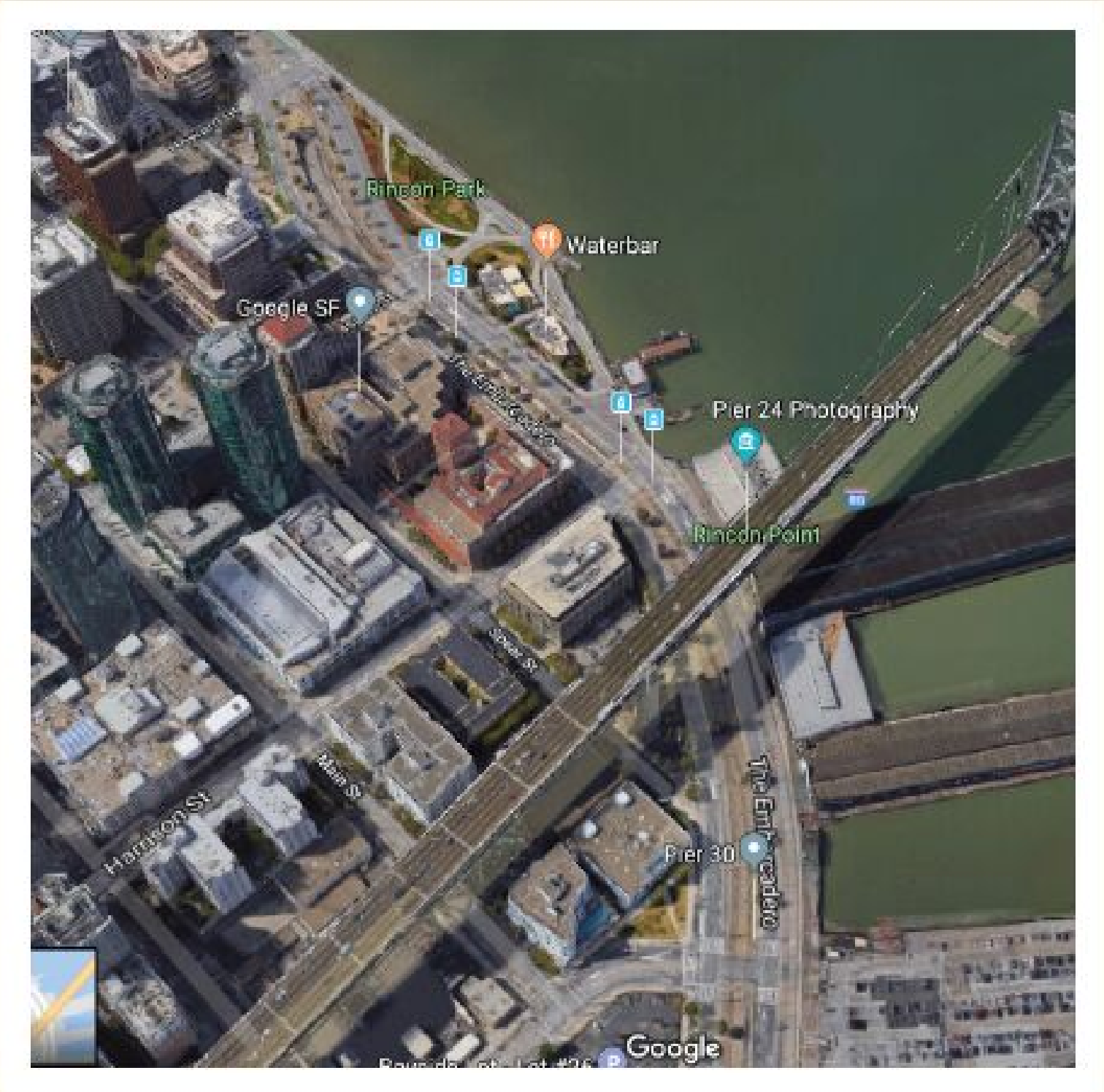
☐ Short URL Learn more

https://www.google.co.uk/maps/place/Kingsteignton,+Newton+Abbot/@50.

You can also copy the link from your browser's address bar.
Directions

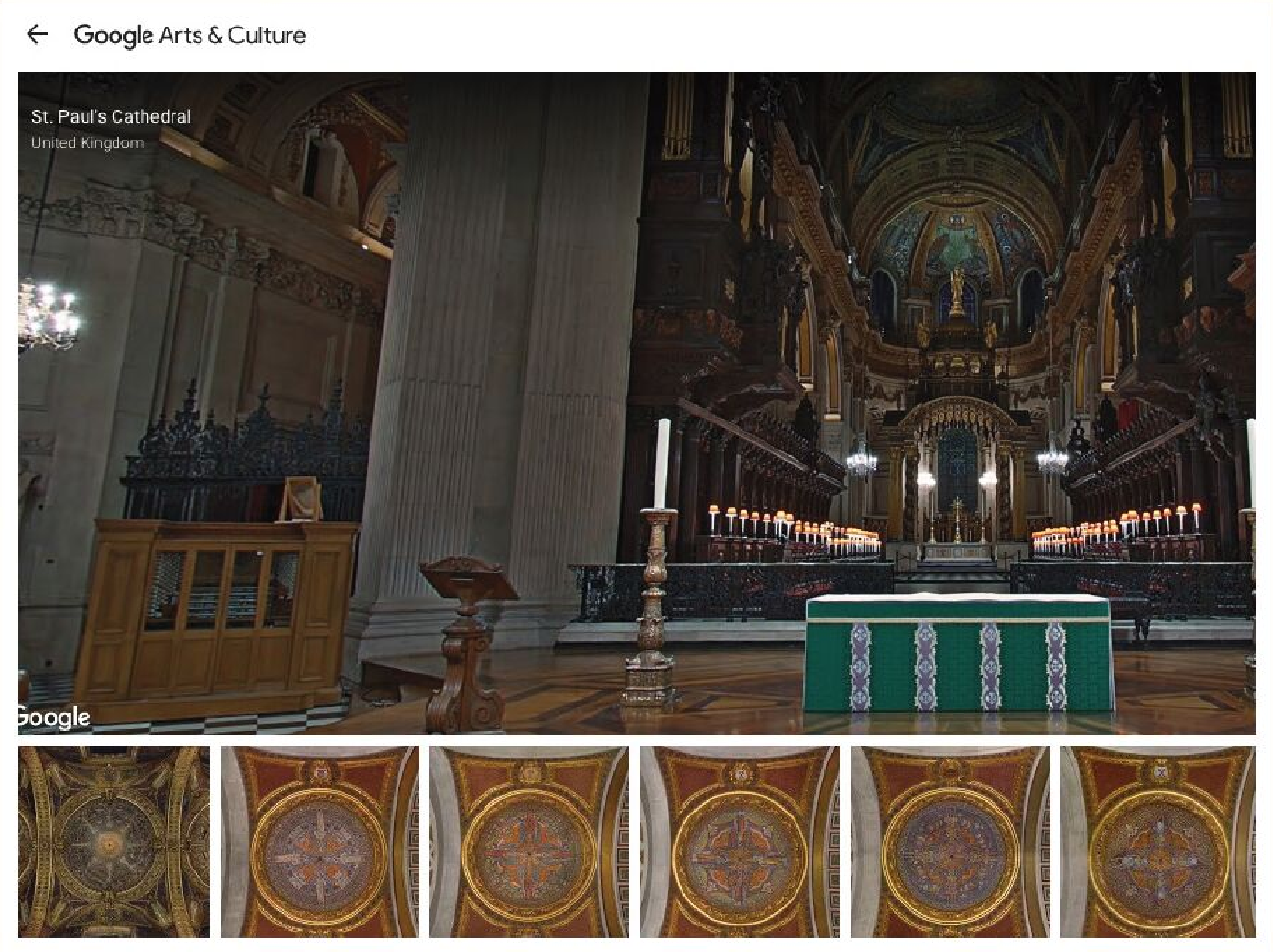
MapsGL

MapsGL uses technology called WebGL (Web-based Graphics Library) to enhance the Google Maps experience. WebGL brings 3D graphics to your browser without the need to install additional software. This allows you to provide seamless transitions between various levels of imagery and different map views. Some of the MapsGL improvements include 3D buildings in Map view mode and 45° aerial imagery, smooth transitions between zoom levels and seamless 45° aerial view rotations and the ability to Swoop quickly from the Map View to Street View imagery. With MapsGL, you can experience all of this in your browser without a plug-in.


Waterbar
Pier 24 Photography
Google

Google Arts & Culture

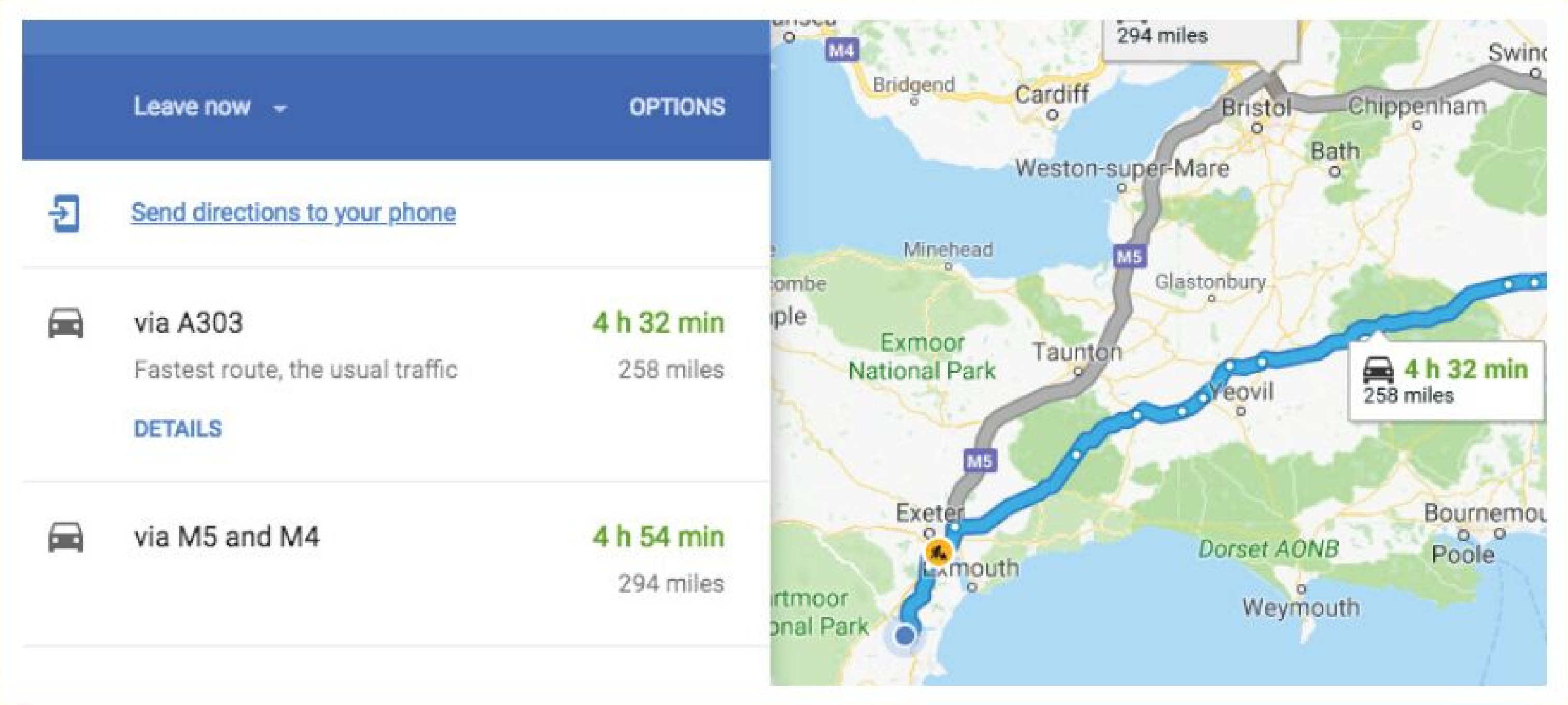
Google Arts & Culture is a platform which brings world heritage sites of the modern and ancient world online. Using Street View, 3D modelling and other Google technologies, these amazing sites are now accessible to everyone across the globe. With videos, photos and in-depth information, you can now explore the wonders of the world from your armchair just as if you were there. A fantastic feature that makes Street View even more unmissable.


Google Arts & Culture
St. Paul's Cathedral
United Kingdom
Google

Send to Phone

Google Send to Phone enables you to send text messages of Google Maps content to your mobile phone. For example, you might text yourself an address or location you've found.

To send something you've found on Google Maps to your phone, click the link icon in the left panel. Click Send and choose Phone from the left side. Enter the required information and hit Send. You'll receive a text message with your selection. You can also send a local search result to your phone, by clicking More > Send from the place marker's location information window.


Leave now OPTIONS

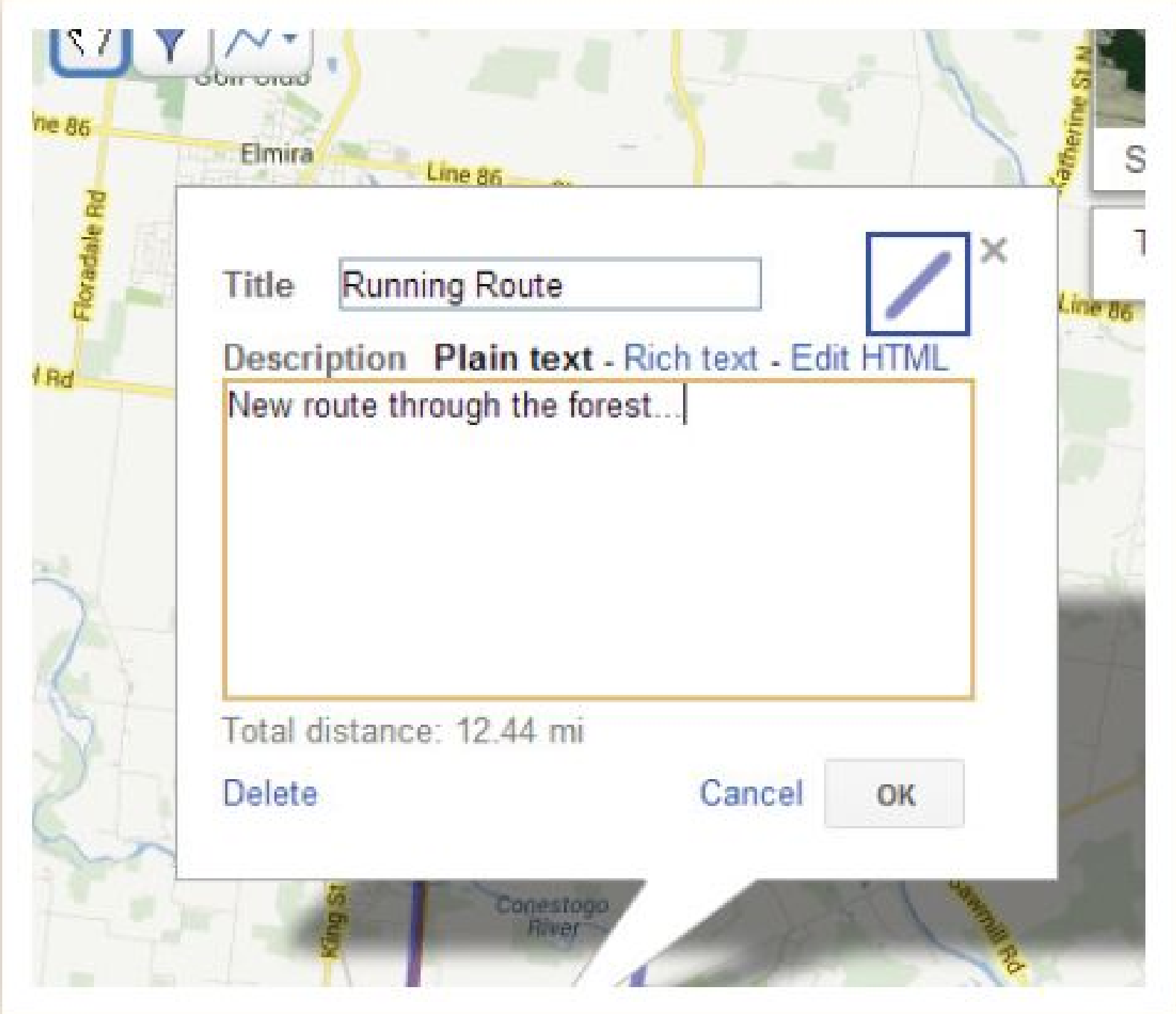
Send directions to your phone

via A303 4 h 32 min
Fastest route, the usual traffic 258 miles
DETAILS

via M5 and M4 4 h 54 min
294 miles
294 miles
4 h 32 min
258 miles
Bridgend
Cardiff
Bristol
Chippenham
Bath
Weston-super-Mare
Minehead
Glastonbury
Exmoor National Park
Taunton
Yeovil
Exeter
Exmouth
Dorset AONB
Bournemouth
Poole
Weymouth
M4
M5

My Places

Using My Places, you can create custom, annotated Google Maps that include place marks, lines a nd shapes. You can even add descriptive text and embed photos and videos in your map; then share your maps with others. This can be handy for mapping out your favourite restaurants, planning an upcoming holiday or saving biking routes for future reference.


Title: Running Route

Description Plain text - Rich text - Edit HTML

New route through the forest...

Total distance: 12.44 mi

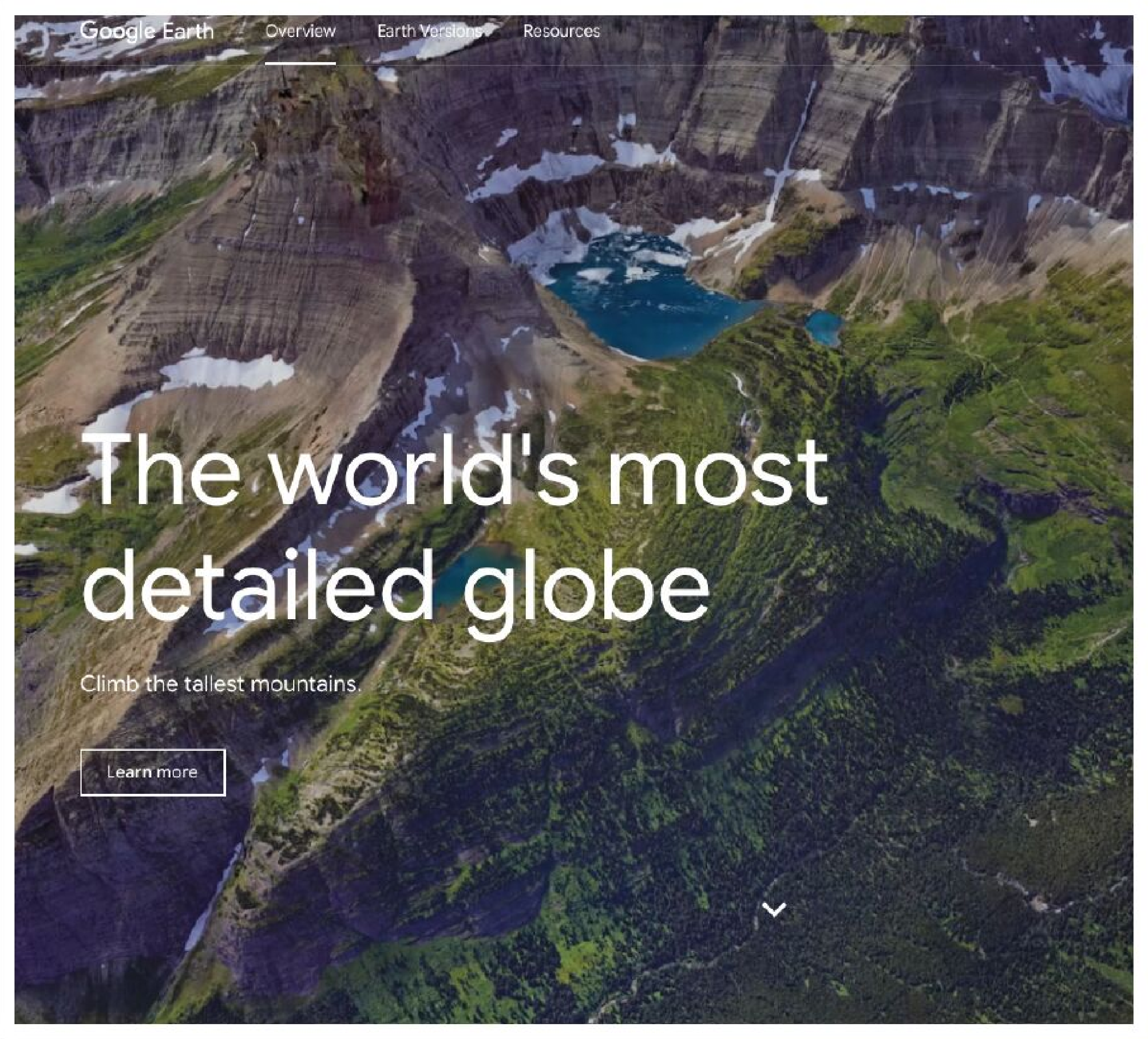
Delete Cancel OK
Elmira
Line 86
Floradale Rd
Conestogo River
King St

Explore with Google Earth

Google Earth lets you explore the world from the comfort of your own home. Featuring high quality satellite imagery, as well as incredible 3D rendered models, Google Earth lets you take a trip to a faraway place, stroll through a 3D forest and even travel back in time.

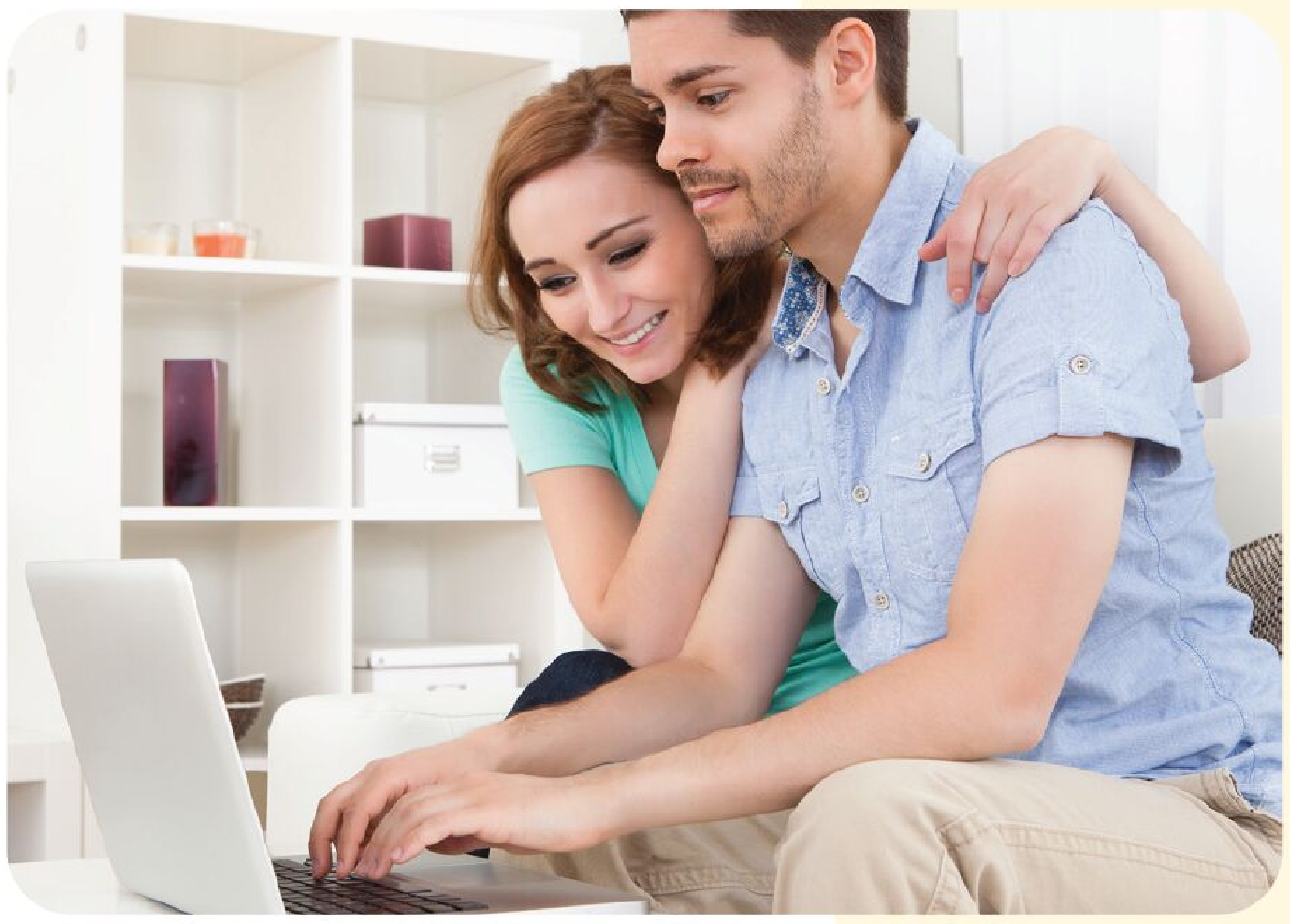
Step 1

› If you have not already installed the Google Earth app on your device, you will need to do this before you can begin. From the Google Earth webpage, click on the Learn more link in the bottom left corner of the screen and click on the Earth Pro link to start the download.


Google Earth
Overview
Earth Versions
Resources
Learn more

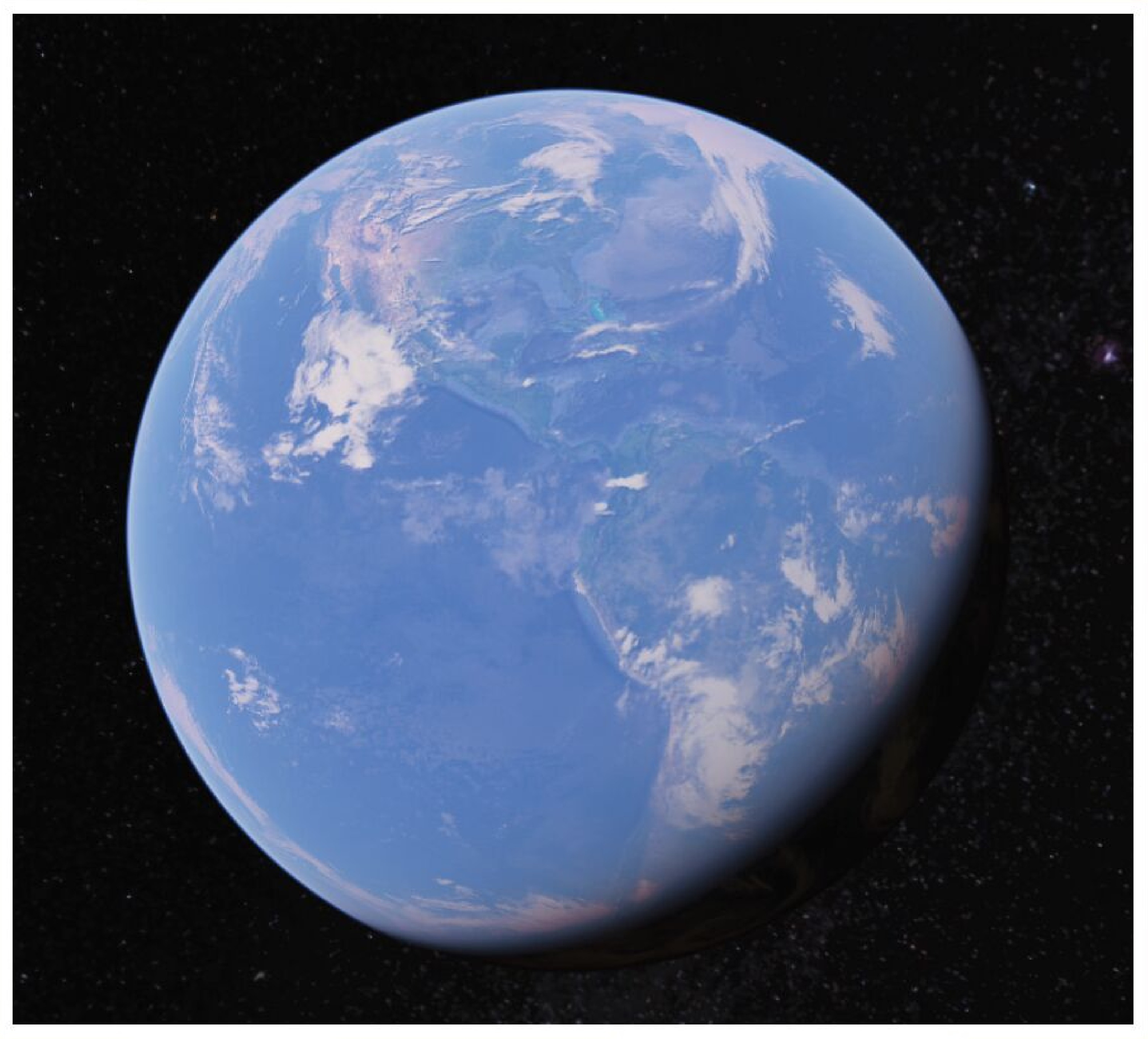
The world's most detailed globe

Climb the tallest mountains.



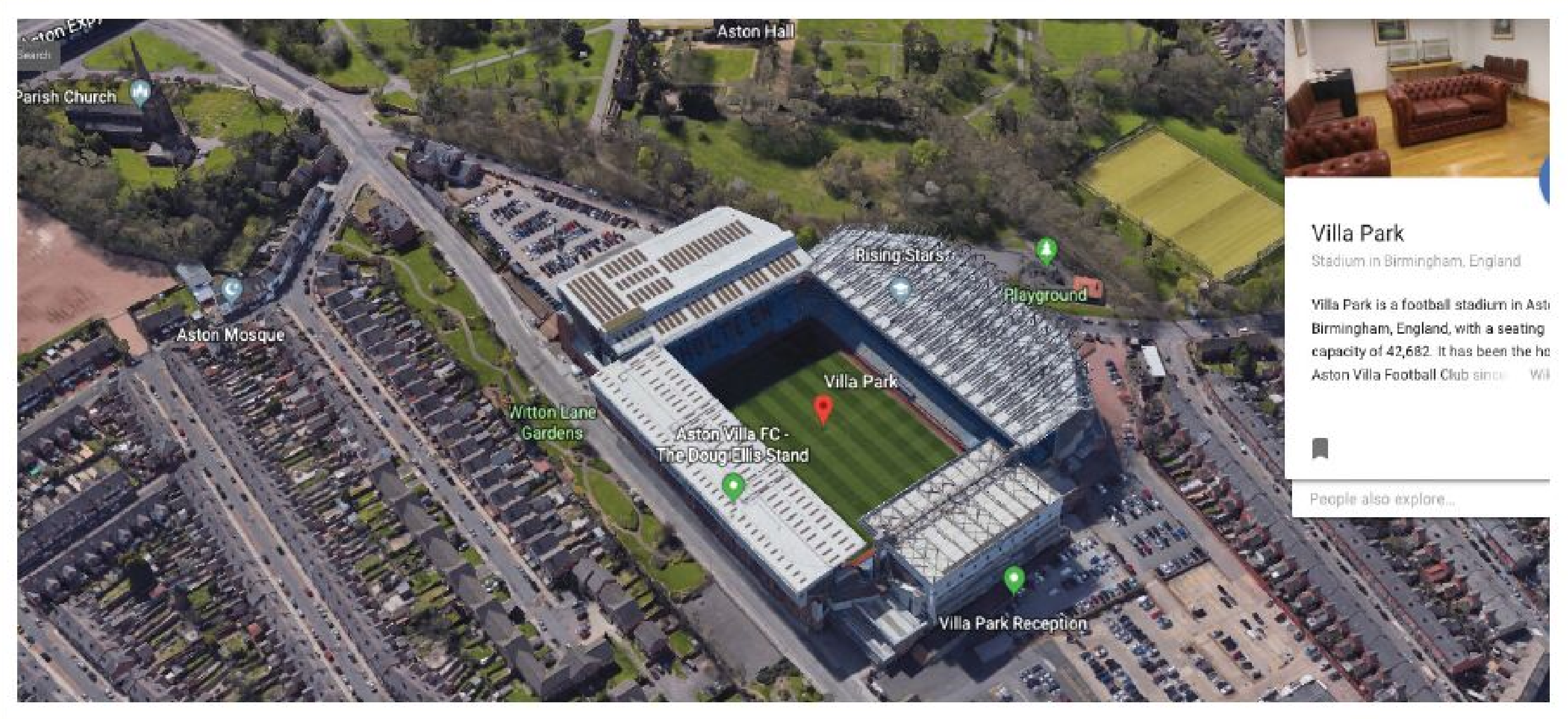
Step 2

› Click on the links to install the app. When installation is complete, you will need to refresh the page to load the Earth view. You should notice that the view changes to show detail that is more realistic. You can now zoom right out to show the whole globe.



Step 3

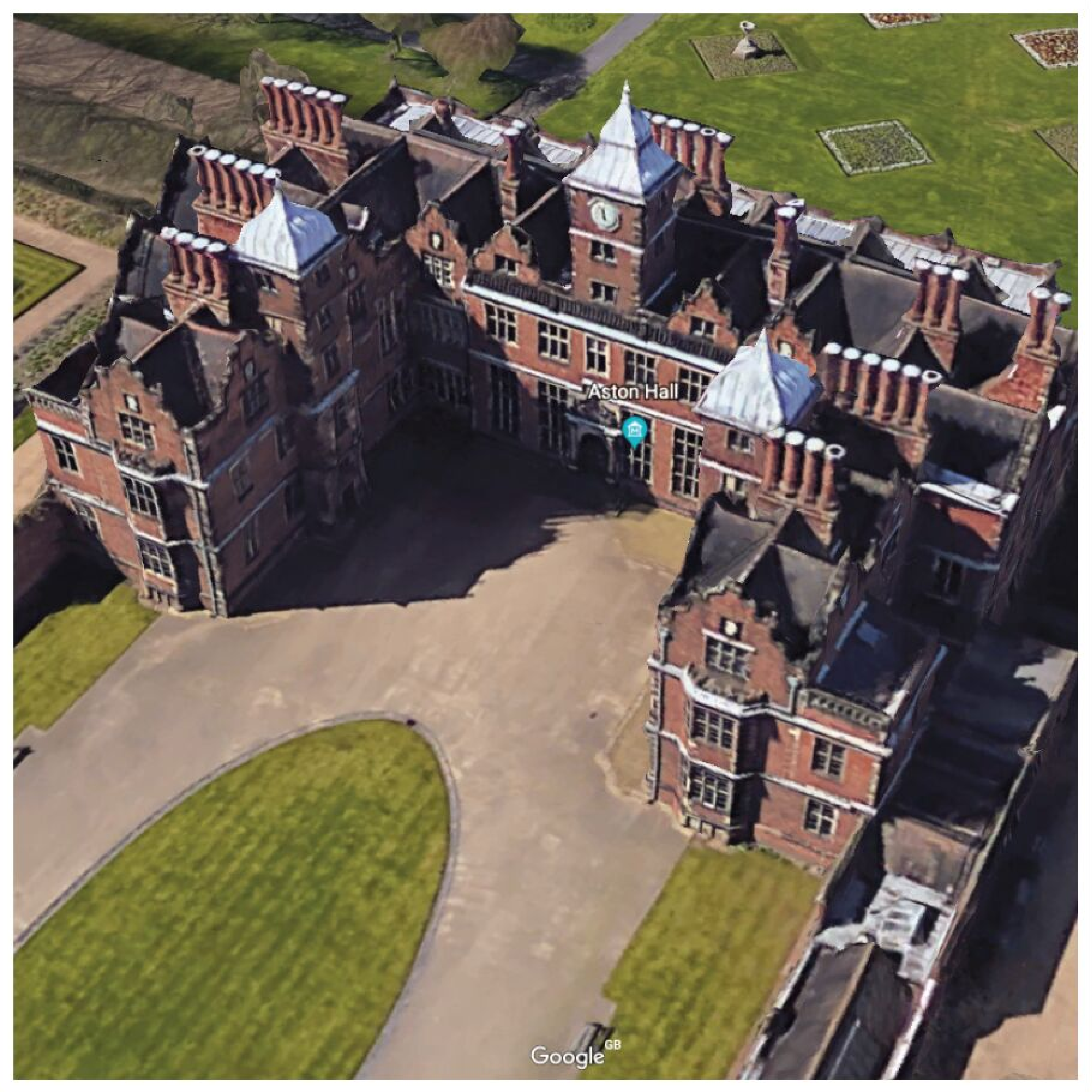
› You can search for locations in Google Earth by clicking the Search icon in the side bar to the left of the screen. Type the name of a street, town or country in the search box and the view will zoom in to show it. Search also for landmarks and businesses.


Aston Hall
Parish Church
Aston Mosque
Rising Stars
Playground
Villa Park
Witton Lane Gardens
Aston Villa FC - The Doug Ellis Stand
Villa Park Reception
Villa Park
Stadium in Birmingham, England
People also explore...

Villa Park is a football stadium in Ast
Birmingham, England, with a seating
capacity of 42,682. It has been the ho
Aston Villa Football Club sinc

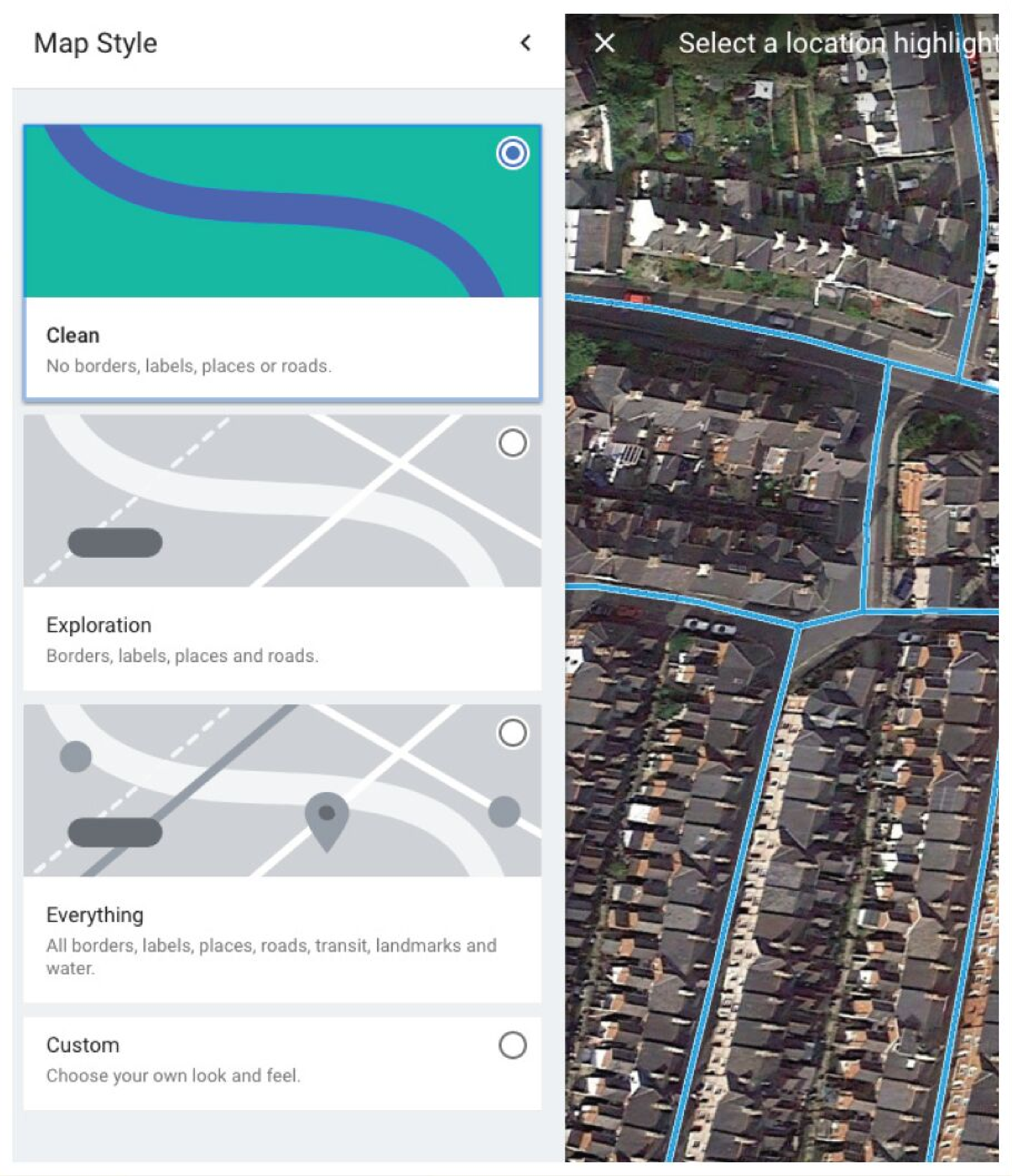
Step 4

The view of many locations in Google Earth will be in 3D. To tilt the camera, use the controls at the top left of the window: the control with the eye tilts the camera, the control with the hand pans the camera. You can pan, zoom and tilt by right-clicking on a point and moving the mouse.


Aston Hall
Google

Step 5

Switch to view while using Google Earth by clicking the Menu options, top right, and then selecting Map Style. Now you can pick how the Map details are shown. From limited information to in-depth detail or an option between the two.


Map Style

Select a location highlight

● Clean
No borders, labels, places or roads.

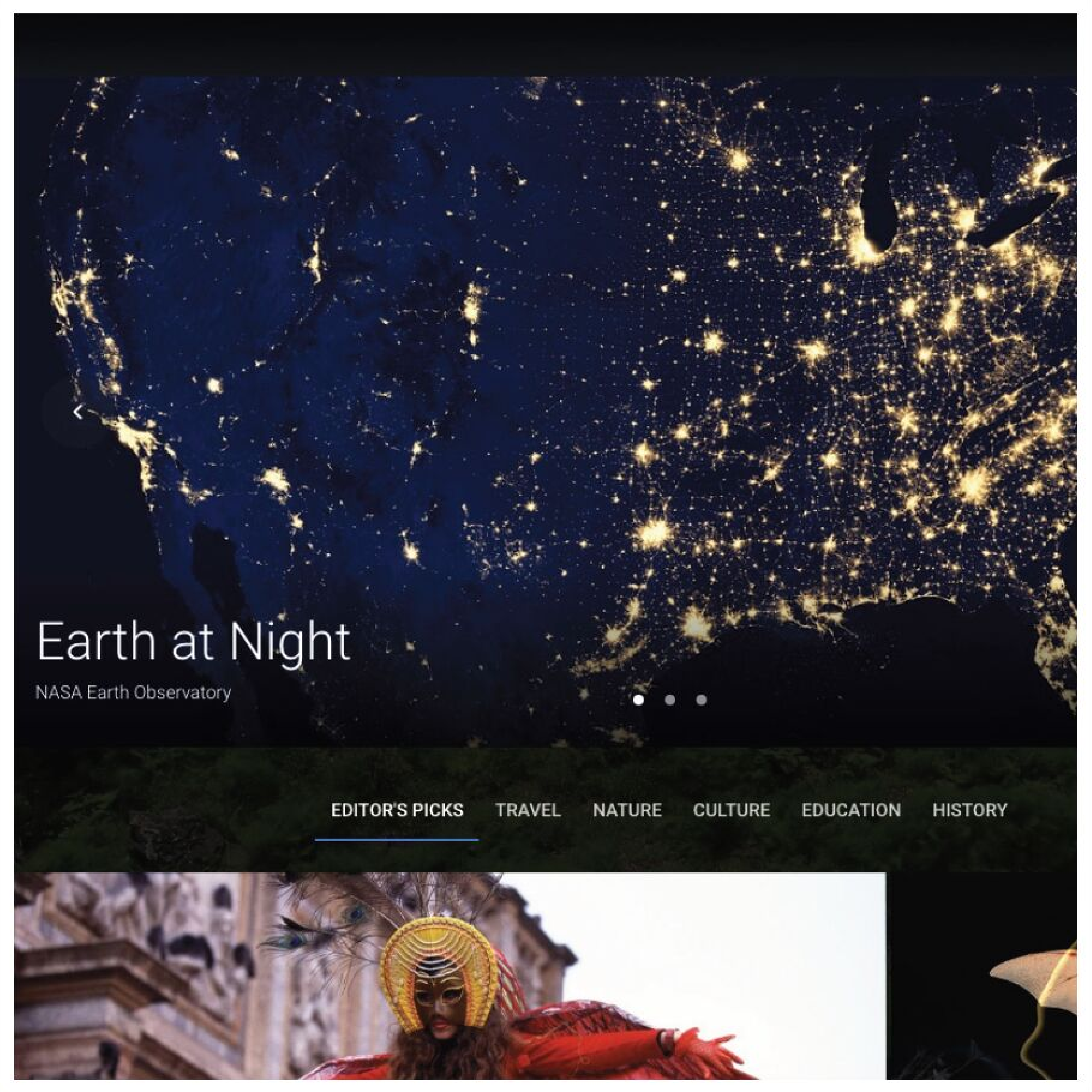
○ Exploration
Borders, labels, places and roads.

○ Everything
All borders, labels, places, roads, transit, landmarks and water.

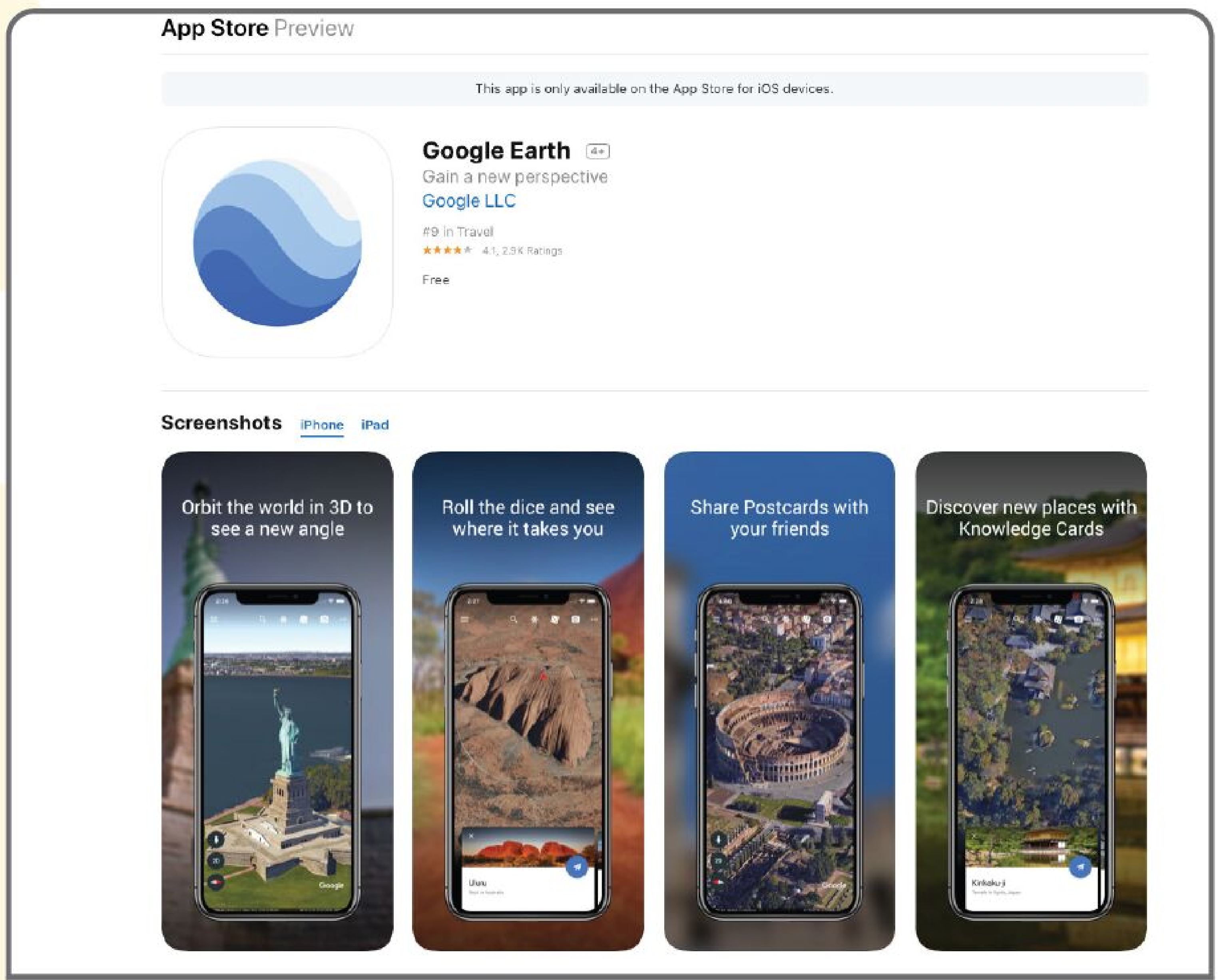
○ Custom
Choose your own look and feel.

Step 6

You can access news, photos, videos and Wikipedia information via Google Earth. Click on the ship's wheel icon on the left side bar to switch to the Voyager screen. You can then click on individual piece to read it in full. This information is updated regularly so remember to check back.


Earth at Night
NASA Earth Observatory

EDITOR'S PICKS
TRAVEL
NATURE
CULTURE
EDUCATION
HISTORY


App Store Preview

This app is only available on the App Store for iOS devices.

Google Earth 4+
Gain a new perspective
Google LLC
#9 in Travel
★★★★★ 4.1, 2.9K Ratings
Free

Screenshots iPhone iPad

Orbit the world in 3D to see a new angle
Roll the dice and see where it takes you
Share Postcards with your friends
Discover new places with Knowledge Cards

Google Earth Mobile

In addition to the desktop app described above, you can also download and install the standalone mobile version of the app. The desktop version lets you view satellite imagery, maps, terrain, 3D buildings, galaxies far away in space and the deepest depths of the ocean. You can learn about the moon and follow Apollo missions; take narrated tours about the effects of climate change and even travel back in time with Historical Imagery. The Google Earth app is available for your Android or Apple devices.

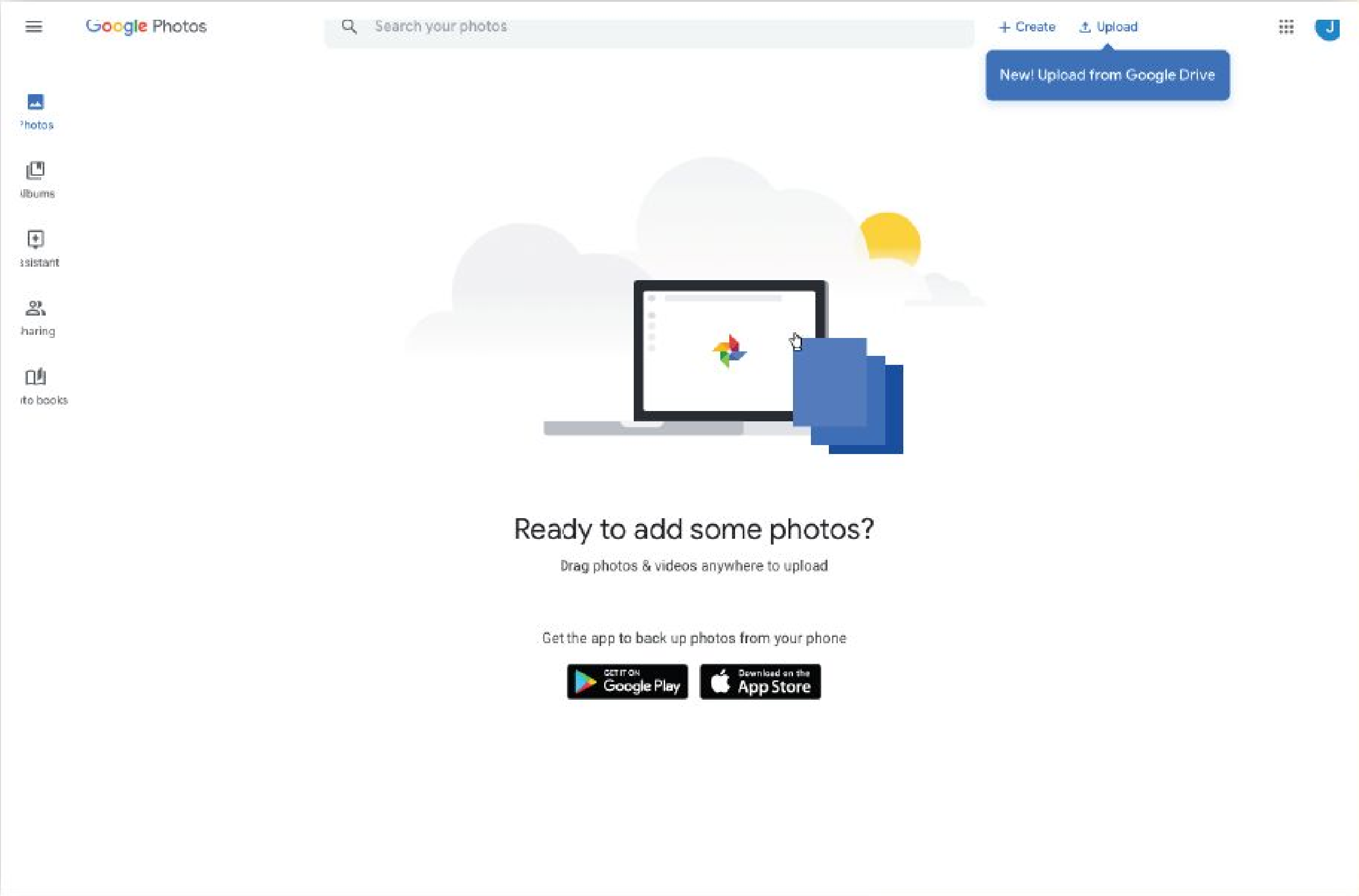
Getting Started with Photos

If you have never used Photos before, you may be surprised to discover just how useful this free tool is. It not only lets you create slideshows of your favourite images and share images with your friends and family, it also allows you to edit your images. By making Photos the central hub for your photography those memories will be safe.

Uploading to Photos

Step 1

› Open the Photos app via the App icon and the drop down menu accessed from it. The first thing you will need to do with Photos is upload your images and videos into it. Unlike its predecessor Google's Picasa, Photos doesn't search your computer for compatible files thus you will need to organise yours first.


Google Photos
Search your photos
+ Create
Upload
New! Upload from Google Drive
Photos
Albums
Assistant
Sharing
Photo books
GET IT ON Google Play
Download on the App Store

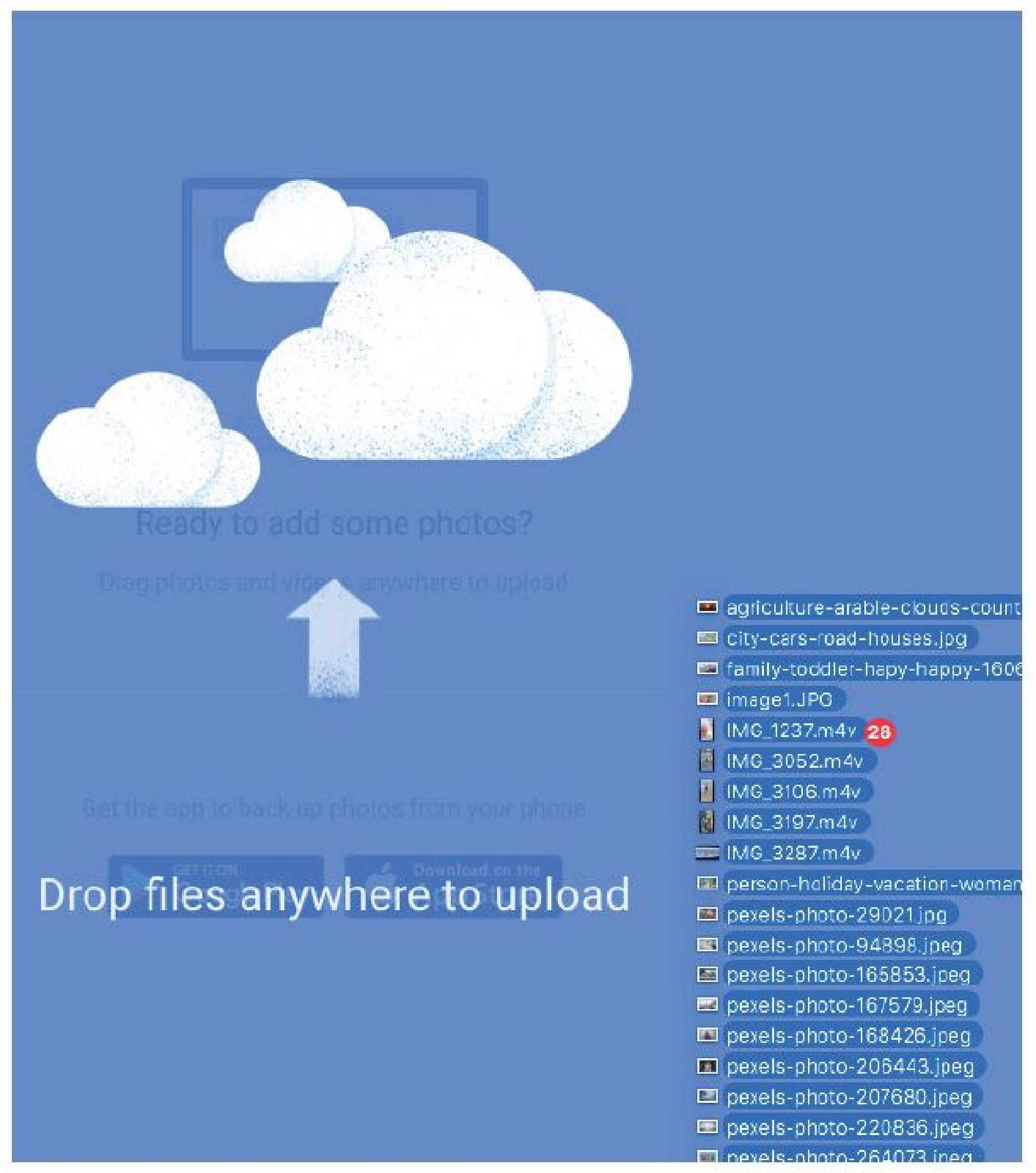
Ready to add some photos?

Drag photos & videos anywhere to upload

Get the app to back up photos from your phone

Step 2

› Having placed the files you wish to upload to Photos in a folder, the quickest way to transfer them is to simply drag and drop the files on the Photos window as a group. Each file will then upload to the app, the speed of which is based on your connection.

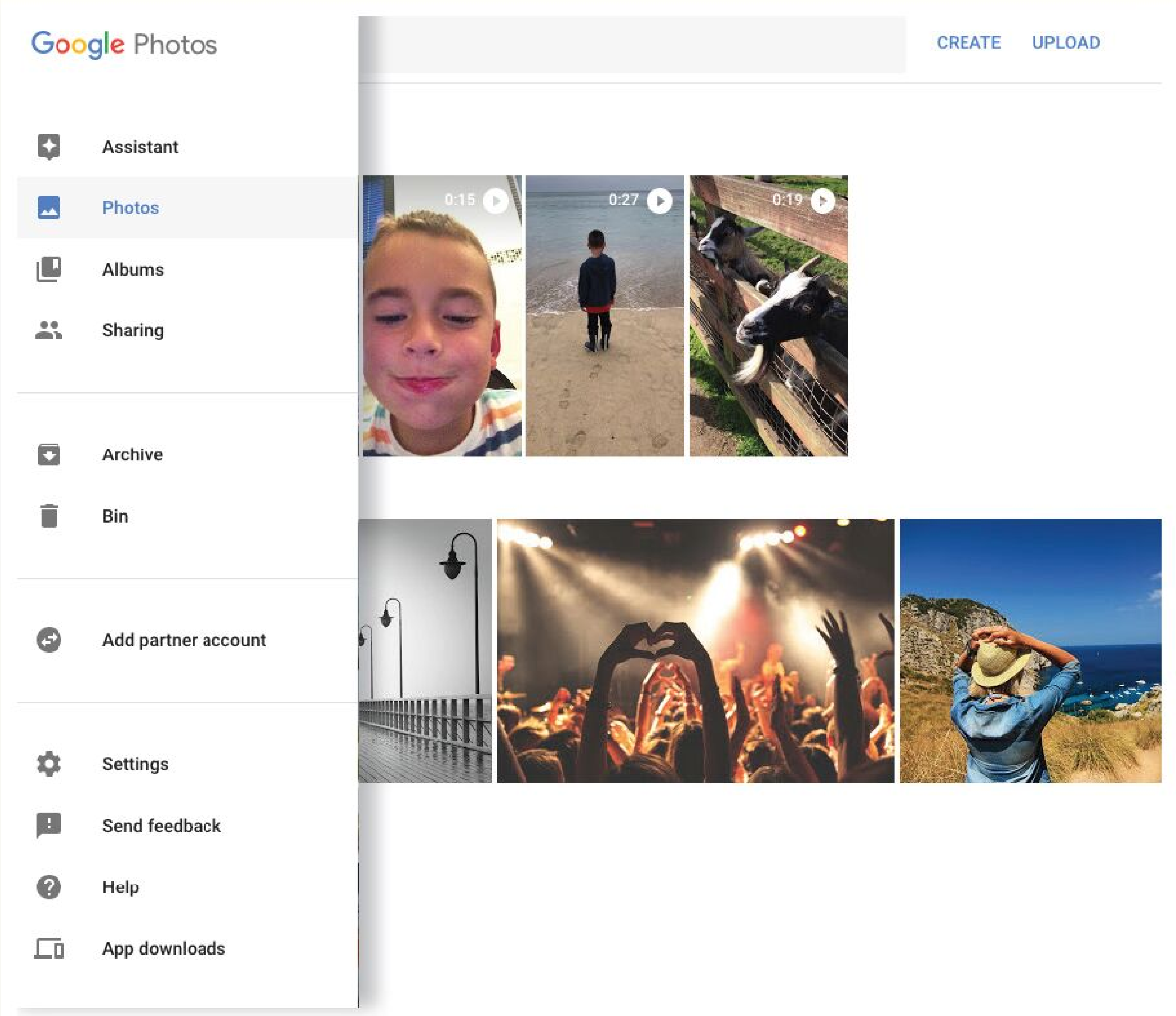


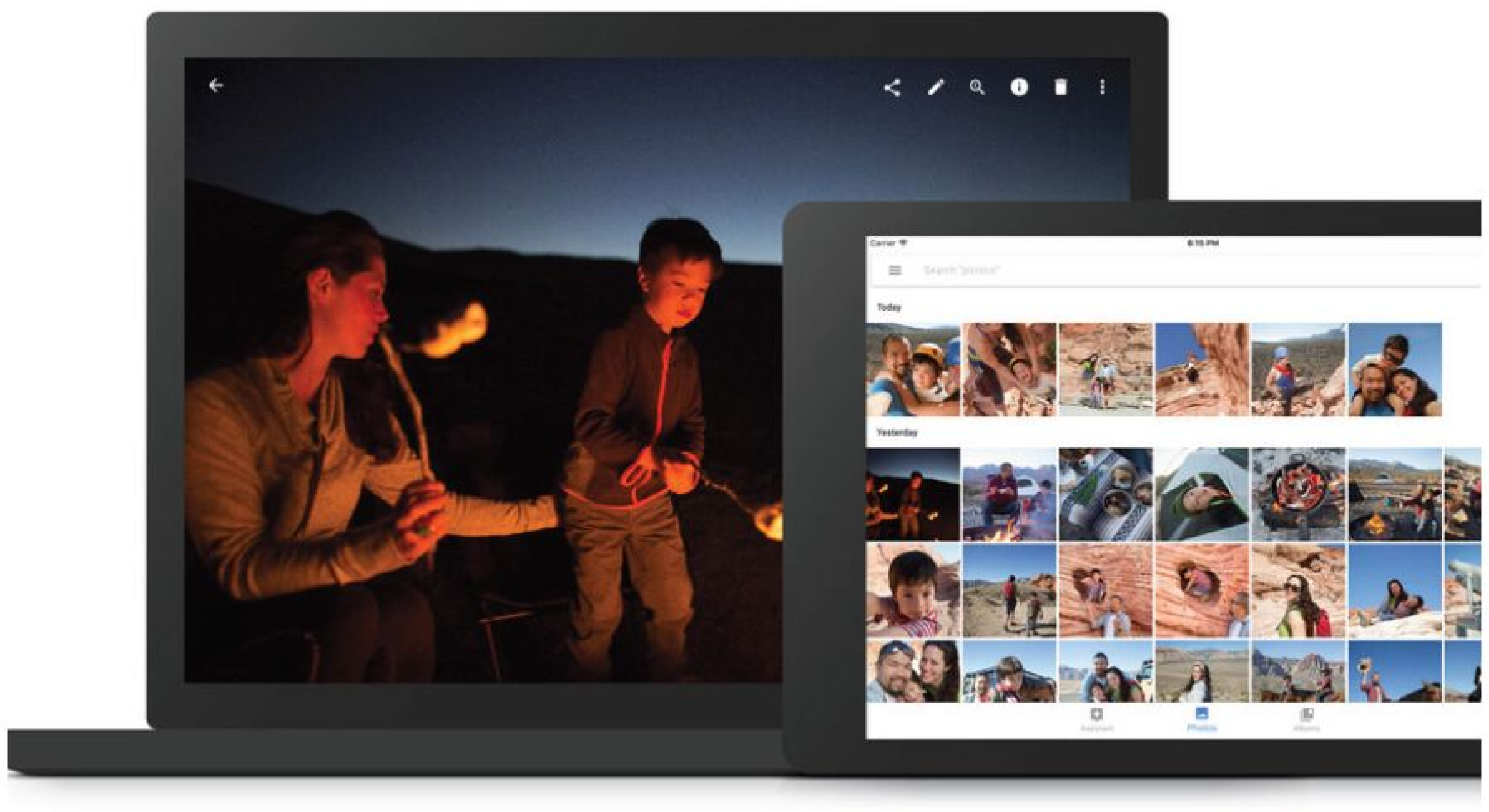
Drop files anywhere to upload

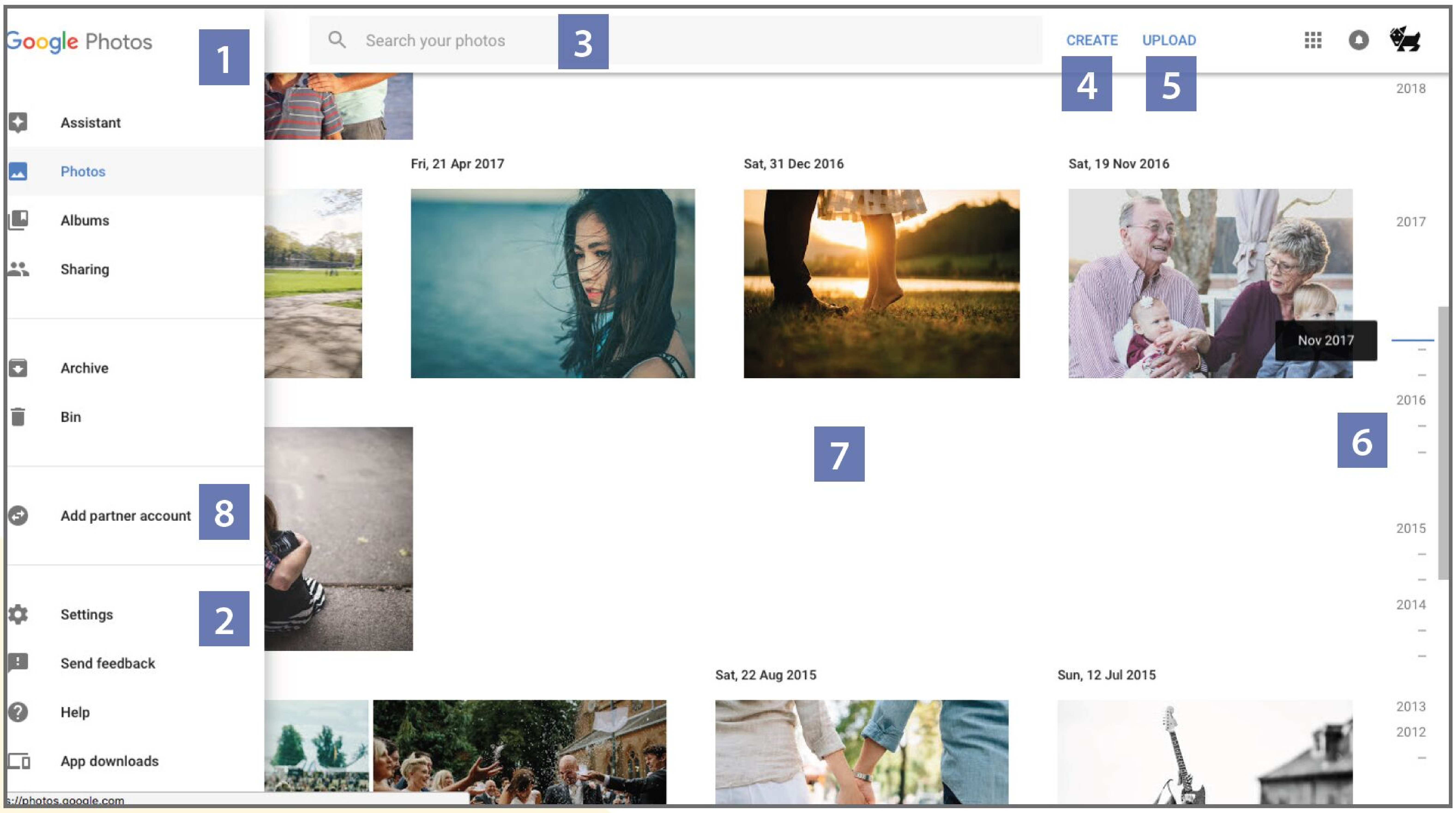
agriculture-arable-clouds-count
city-cars-road-houses.jpg
family-toddler-hapy-happy-1606
image1.JPG
IMG_1237.m4v
28
IMG_3052.m4v
IMG_3106.m4v
IMG_3197.m4v
IMG_3287.m4v
person-holiday-vacation-woman
pexels-photo-29021.jpg
pexels-photo-94898.jpeg
pexels-photo-165853.jpeg
pexels-photo-167579.jpeg
pexels-photo-168426.jpeg
pexels-photo-206443.jpeg
pexels-photo-207680.jpeg
pexels-photo-220836.jpeg
pexels-photo-264073.jpeg

Step 3

› When your files have uploaded to Photos, they will be displayed based upon the date the images or videos were captured, newest to oldest being the default setting. Notice the link to the Desktop Uploader, ignore that for now as we will cover it later.


Google Photos
CREATE
UPLOAD
Assistant
Photos
Albums
Sharing
Archive
Bin
Add partner account
Settings
Send feedback
Help
App downloads
0:15
0:27
0:19




Google Photos
1
Assistant
Photos
Albums
Sharing
Archive
Bin
Add partner account
8
Settings
2
Send feedback
Help
App downloads
s://photos.google.com
Search your photos
3
CREATE
UPLOAD
4
5
2018
Fri, 21 Apr 2017
Sat, 31 Dec 2016
Sat, 19 Nov 2016
2017
Nov 2017
2016
6
7
2015
2014
Sat, 22 Aug 2015
Sun, 12 Jul 2015
2013
2012

Using Photos

Below we break down the key features and controls of the Google Photos application, so it's even easier to use.

1 Menu

› By clicking the three lines icon, top left, you can open the main Photos menu panel. Here you can quickly access the key functionality of the application, from sharing your images and videos to clearing out unwanted files.

2 Settings

› The Settings link gives you access to Photos customisable features. From this link you can decide upon your storage options, compressed but high quality storage is free, while keeping your files at the original size is limited to 15GB without a paid upgrade.

3 Search

› By entering the title of your file you can search your image and video database for it. If you have a large amount of files stored in Photos, you can narrow the criteria of your search to specific files from Videos to 360 photos by double clicking the search bar.

4 Create

› Tap this link to open a pop-up menu which contains four additional links, Album, Shared album, Animation and Collage. By click on your choice from these four options you will be taken directly to its specific window.

5 Upload

› By tapping this link you will open an upload window, where you can search your computer for any additional photographs or videos that you wish to add to your Photos file collection. Once you have located the files, select them and click Open to upload.

6 Timeline

› Here you can control the images and videos that are displayed in the main Preview window based upon the date they were originally captured. To do this simply scroll up or down through the Timeline bar, stopping at the date you wish to view.

7 Preview Window

› By default, all images, animations, collages and videos will be displayed in this main window. You can scroll through your entire collection and by clicking on a file you can view it full screen and even add it to your Pinterest account by tapping the icon top left.

8 Add Partner

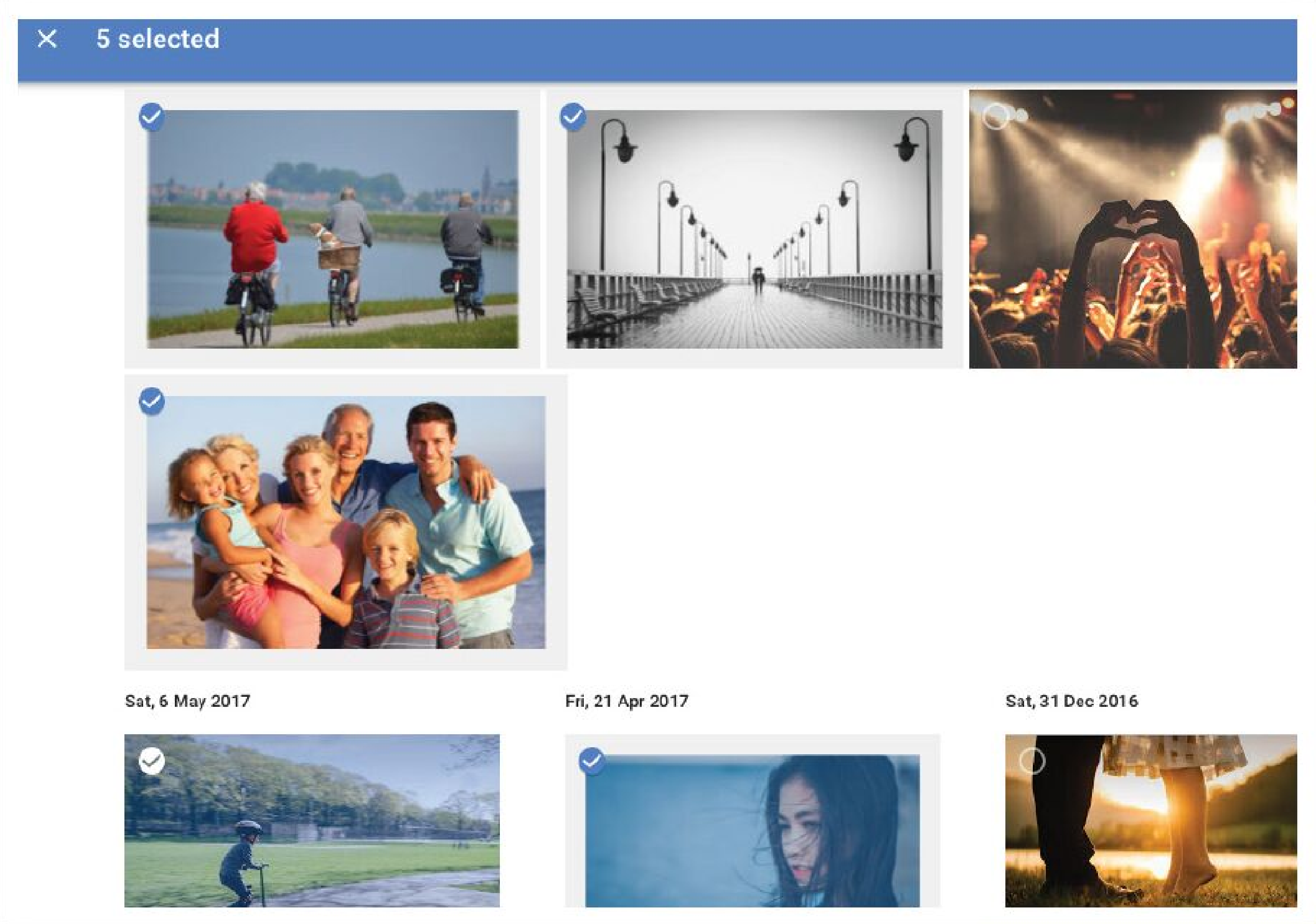
› This option is a far more in-depth way of sharing your entire library of files with another user via an email account, for example a family member or friend. You can, however, only share your library with one person.

Using Photo Collages and Animations

One of the great features included with Photos is the ability to make collages and animations of your files, either for yourself or to be shared with your friends and family.

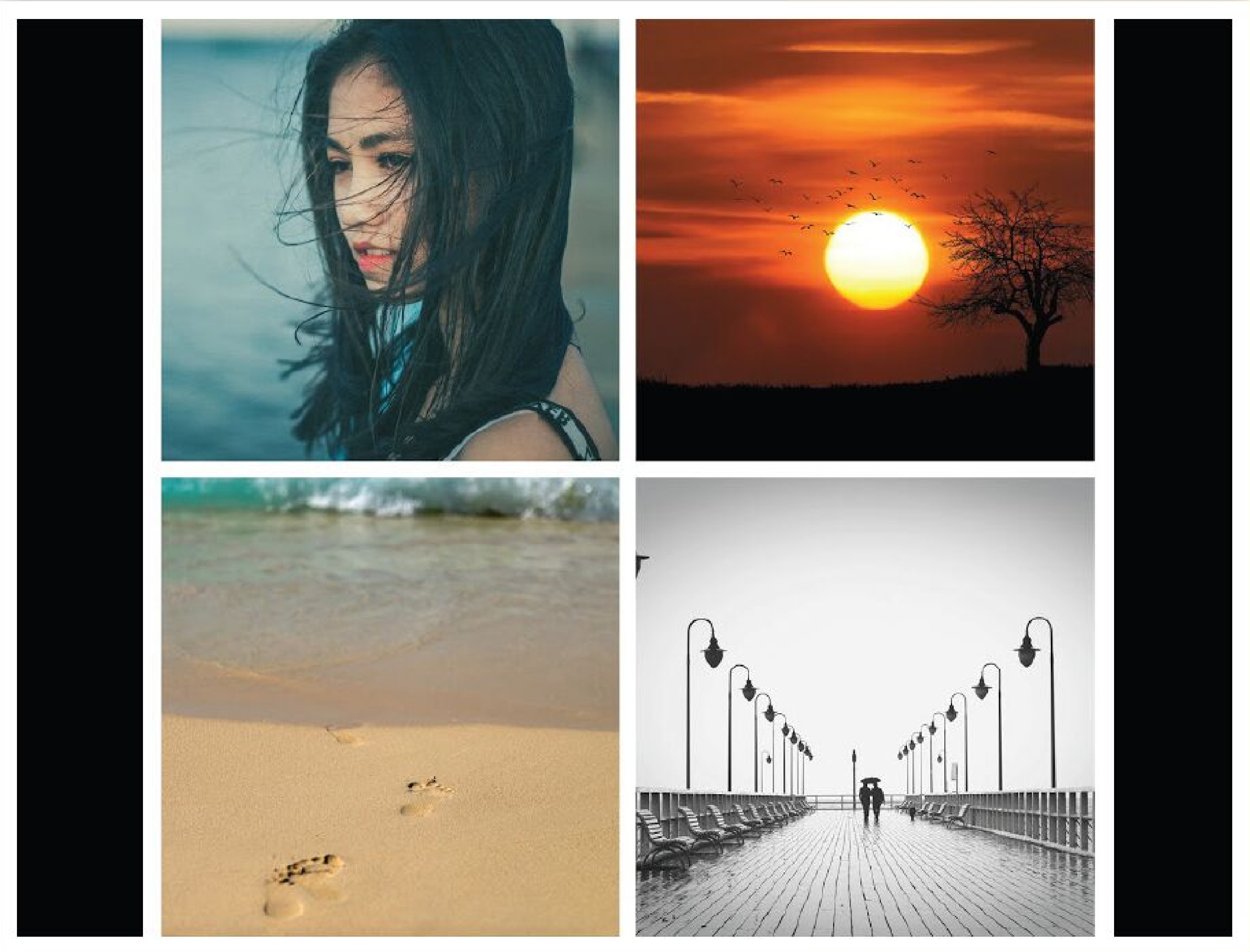
Step 1

› Starting with a collage, the first task is to select your photos. You can select a single folder by clicking on it in the folder panel or you can select numerous images by clicking on the tick icon on the top left corner of each of the images you want.



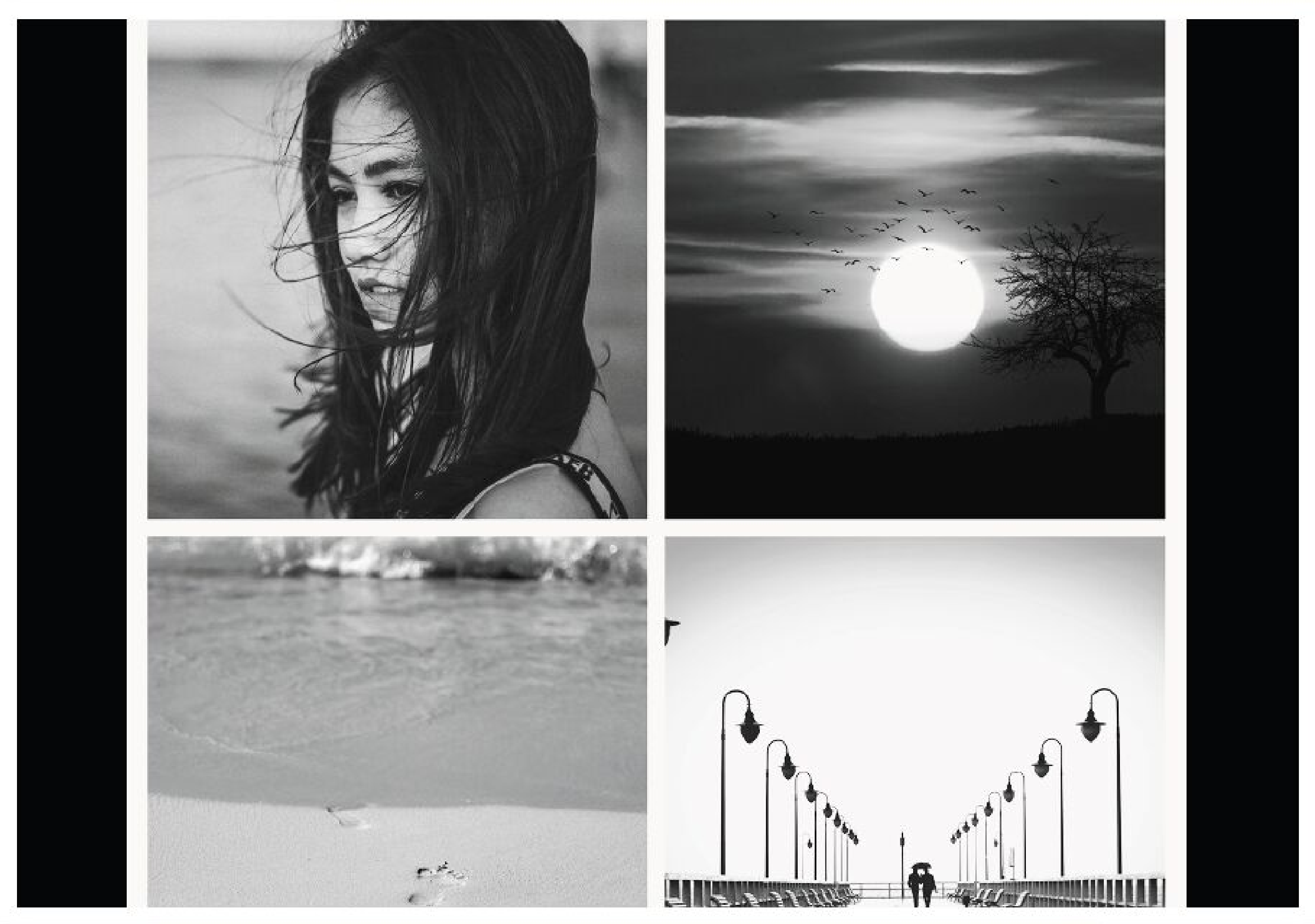
Step 2

› Once all the images you want are selected, click the + icon located in the top right of the preview window. A new menu will open; from the options you are given, select Collage. Photos will now auto generate a collage based on your images.



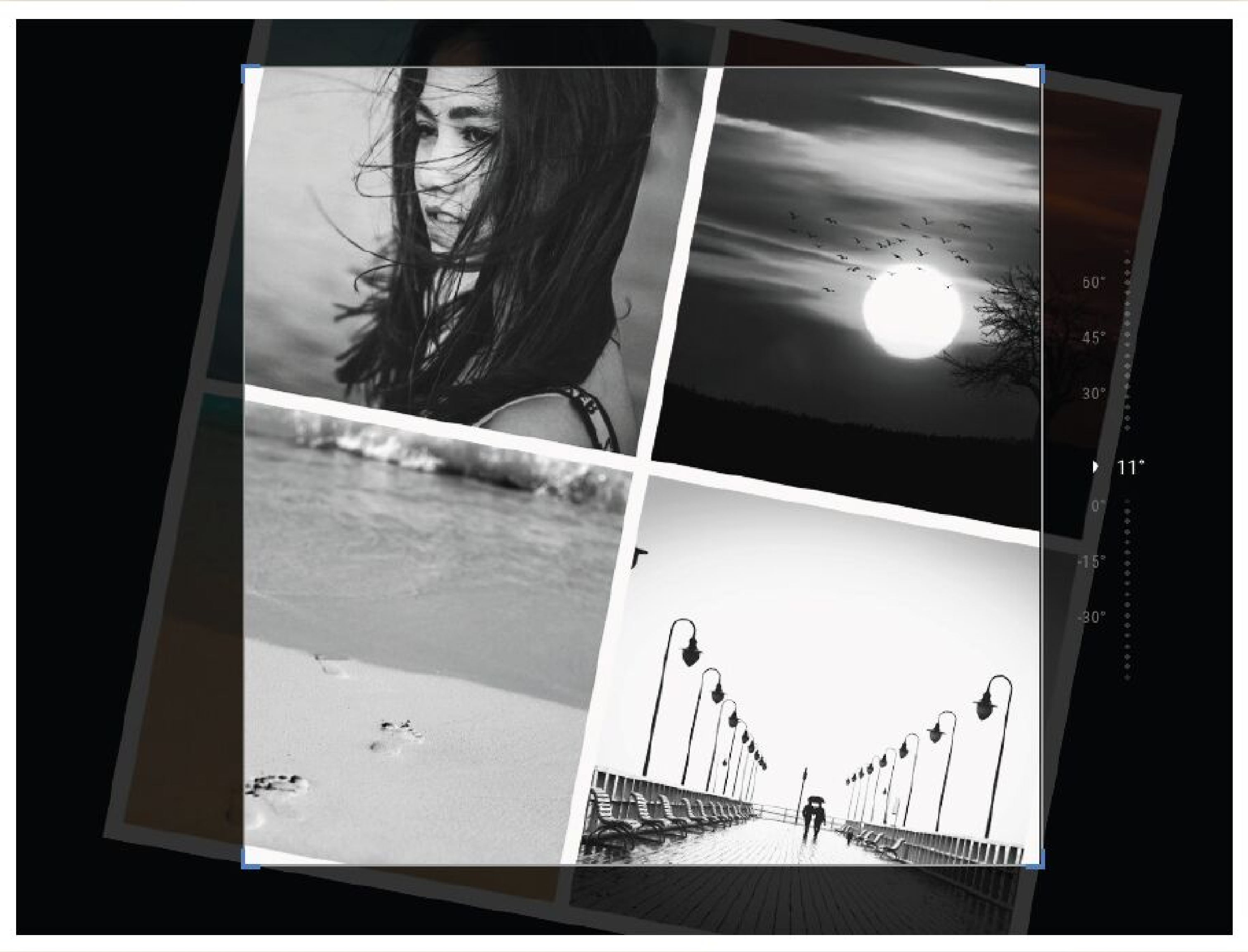
Step 3

› You can edit your image collage by tapping the edit icon located to the top right of this screen. You have a series of options and filters that you can apply to your new image. To use a filter click the middle icon and then click on the style you wish to apply.



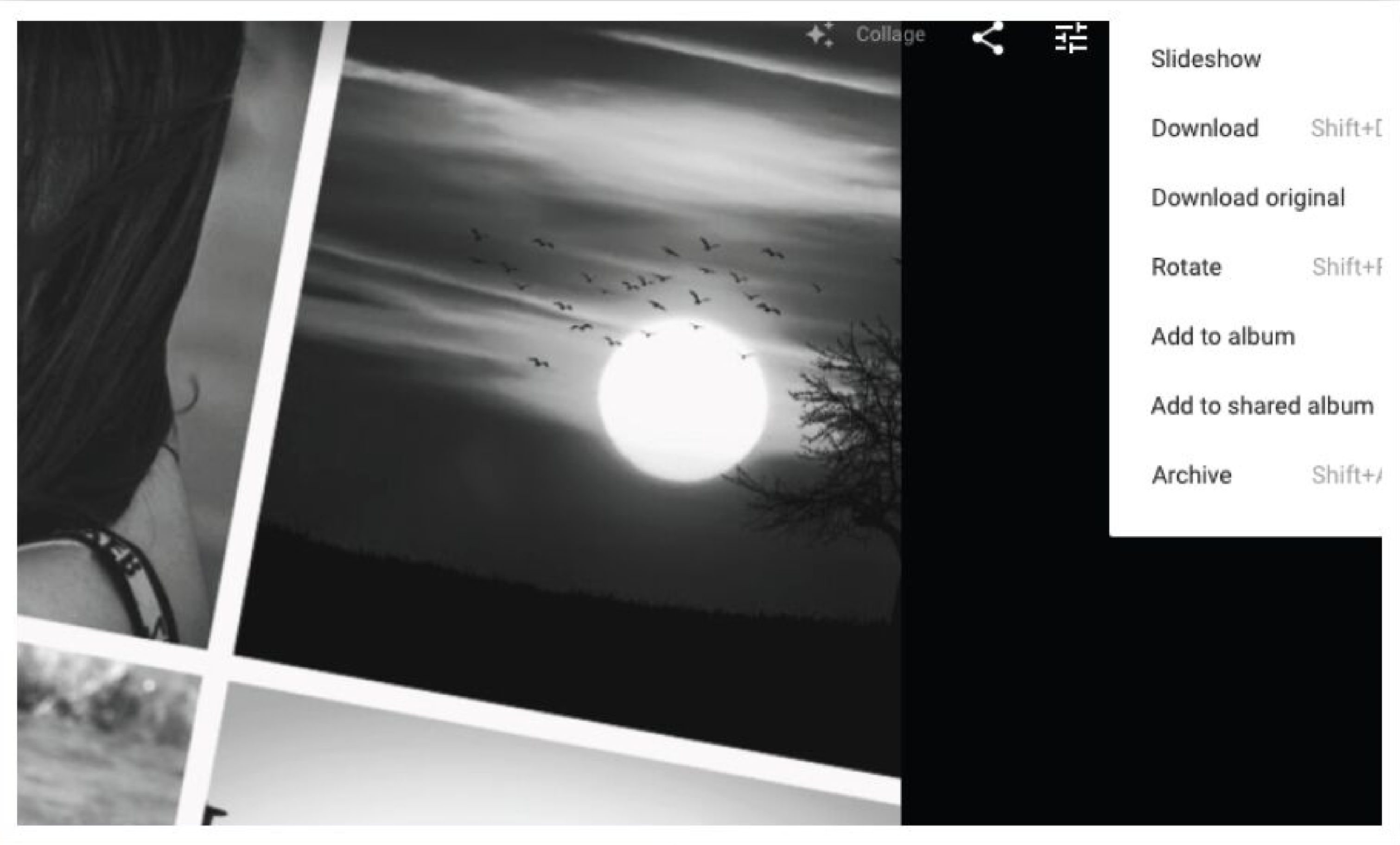
Step 4

› You can also adjust the level of filter use using the slider bar in the middle of the filters listings. The crop and rotate tool enables you to cut out sections of the collage or rotate the image at either 90 degree angles or manually, using the user control.



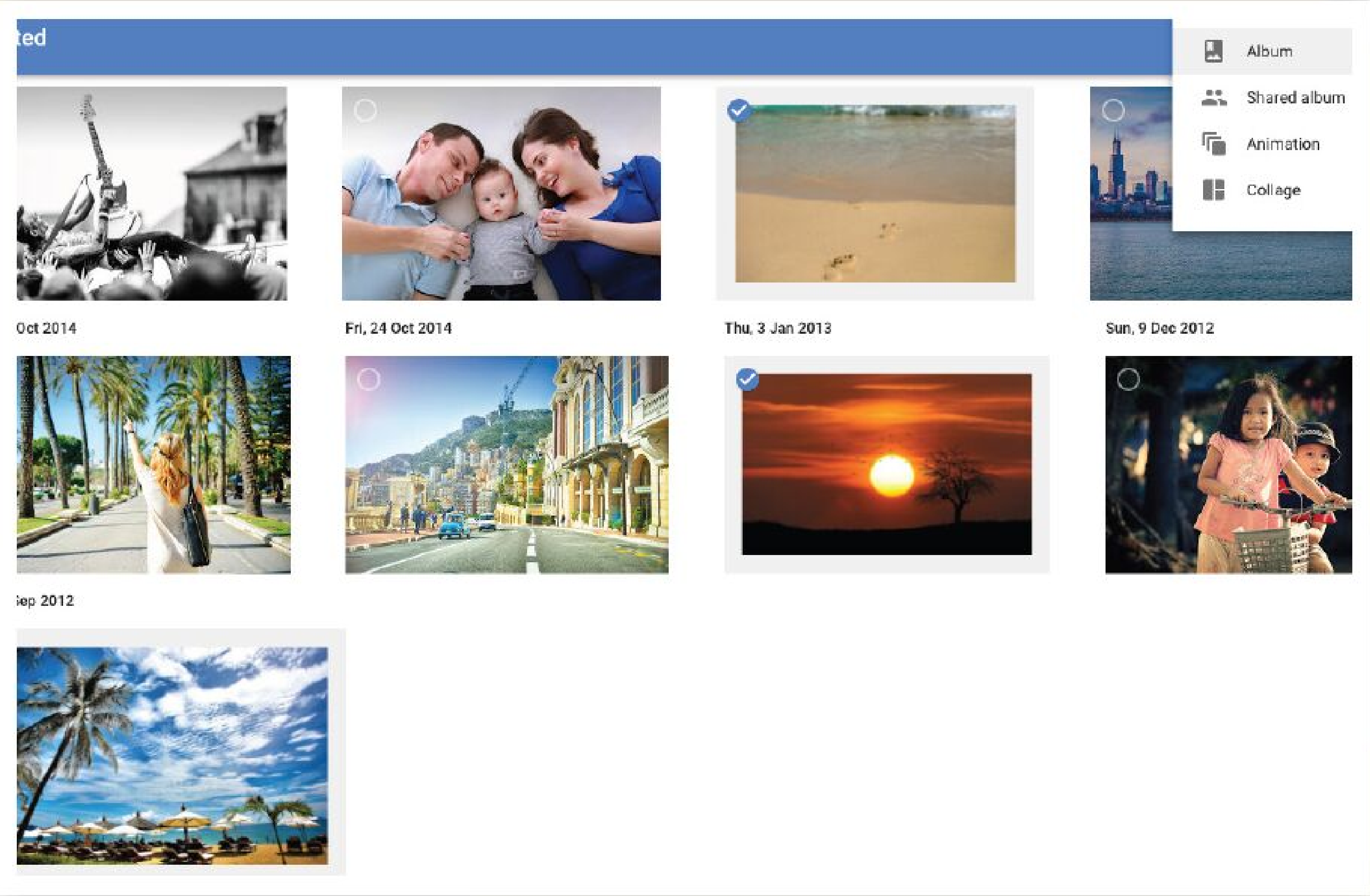
Step 5

When you are happy with the edits to your collage, tap the Done icon. You have a couple of options for saving it. Click the more options link on the far right corner of the window. Now choose how you wish to store your new collage from this list.


Collage
Slideshow
Download Shift+D
Download original
Rotate Shift+R
Add to album
Add to shared album
Archive Shift+A

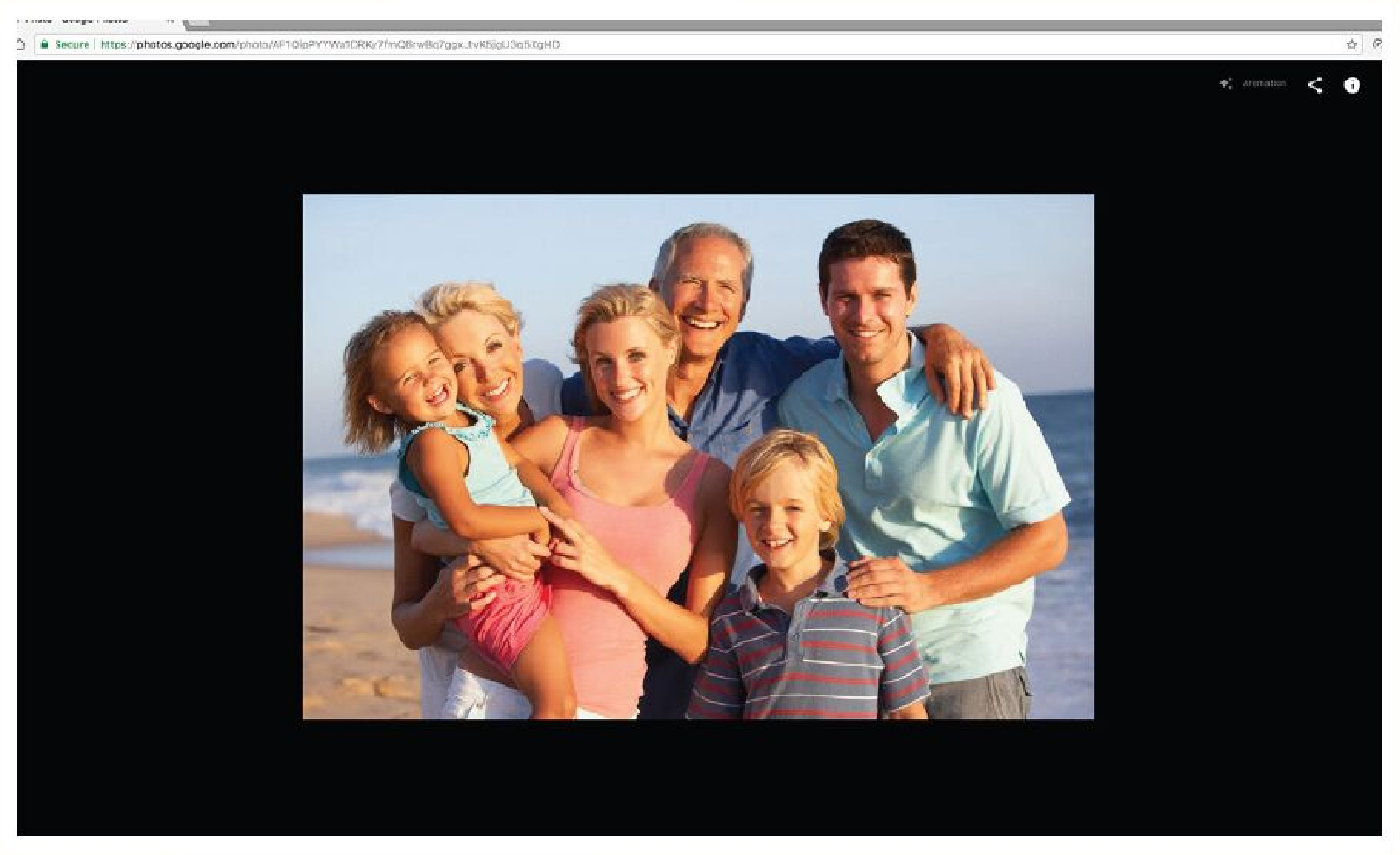
Step 6

Moving on to the Animation option, once again select the images you wish to add and click the + icon and select Animation for your list of options. Now all your have to do is leave the Photos application to do the work for you.


Album
Shared album
Animation
Collage
Oct 2014
Fri, 24 Oct 2014
Thu, 3 Jan 2013
Sun, 9 Dec 2012
Sep 2012

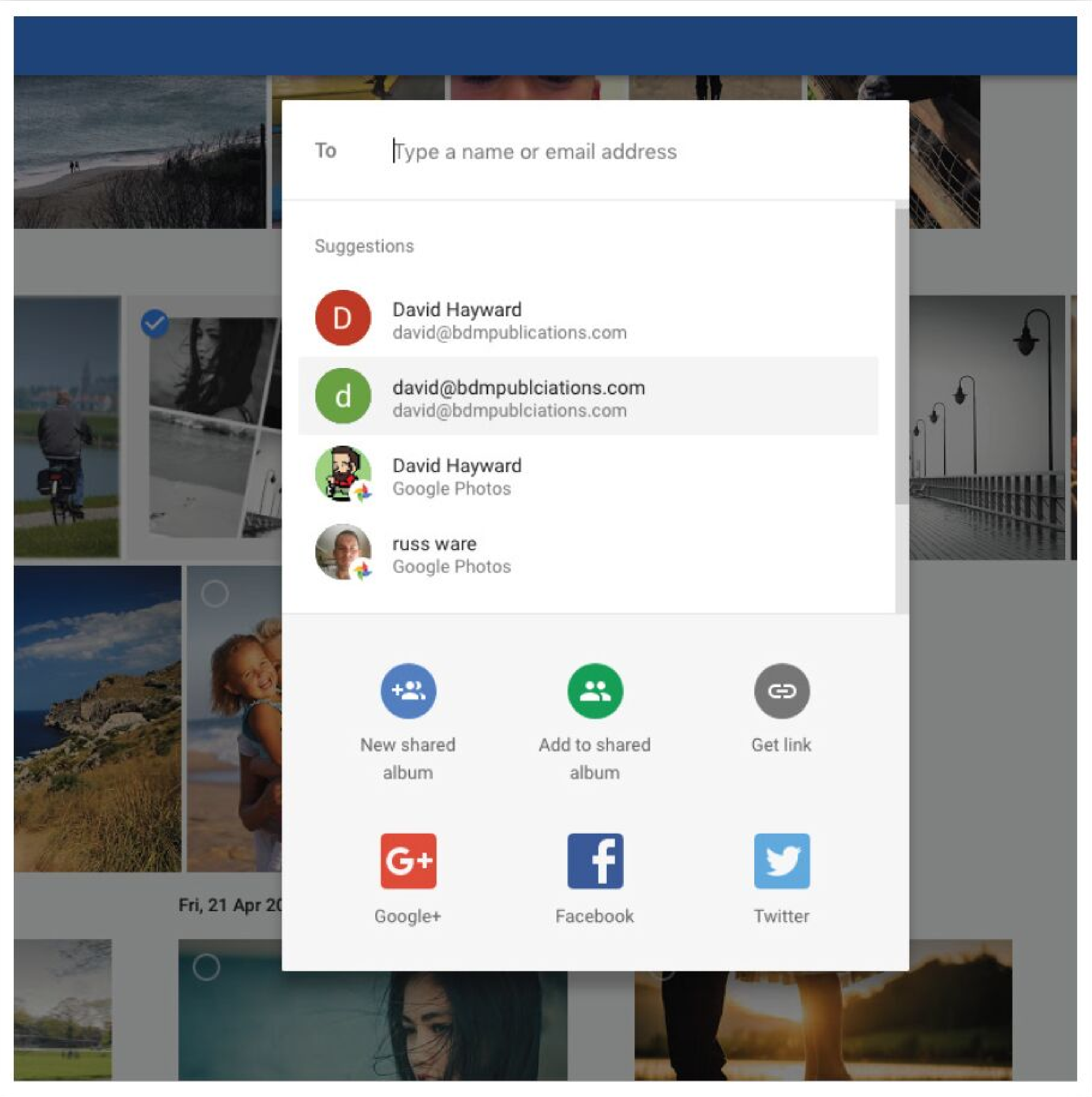
Step 7

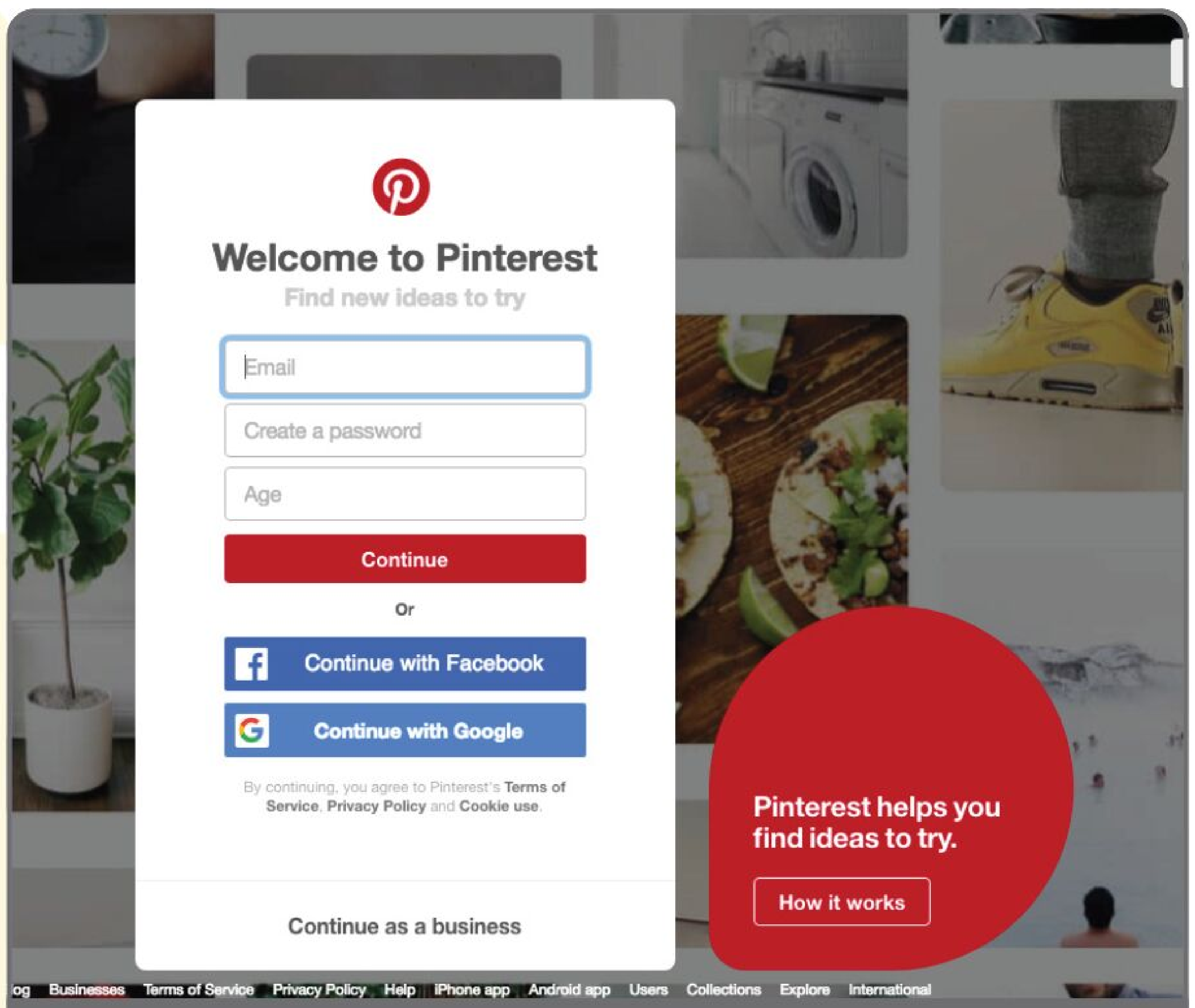
Photos will now auto generate an Animation based on your images. This animation is simply a slideshow, moving between a series of still images. This animation is automatically saved to your collection of files within Photos.



Step 8

When you are happy with your collage and or your animated slide-show you can send them to your contacts by tapping the Share icon. When you see this window, choose how you wish to share the file and click the required icon to make your selection.


To
Type a name or email address
Suggestions
David Hayward
david@bdmpublications.com
david@bdmpublciations.com
david@bdmpublciations.com
David Hayward
Google Photos
russ ware
Google Photos
New shared album
Add to shared album
Get link
Google+
Facebook
Twitter
Fri, 21 Apr 20


Welcome to Pinterest
Find new ideas to try
Email
Create a password
Age
Continue
Or
Continue with Facebook
Continue with Google
By continuing, you agree to Pinterest's Terms of Service, Privacy Policy and Cookie use.
Continue as a business
Pinterest helps you find ideas to try.
How it works
Blog Businesses Terms of Service Privacy Policy Help iPhone app Android app Users Collections Explore International

Link to Pinterest

Pinterest is a very popular social networking tool, based around sharing images, which is closely linked to the Photos application.

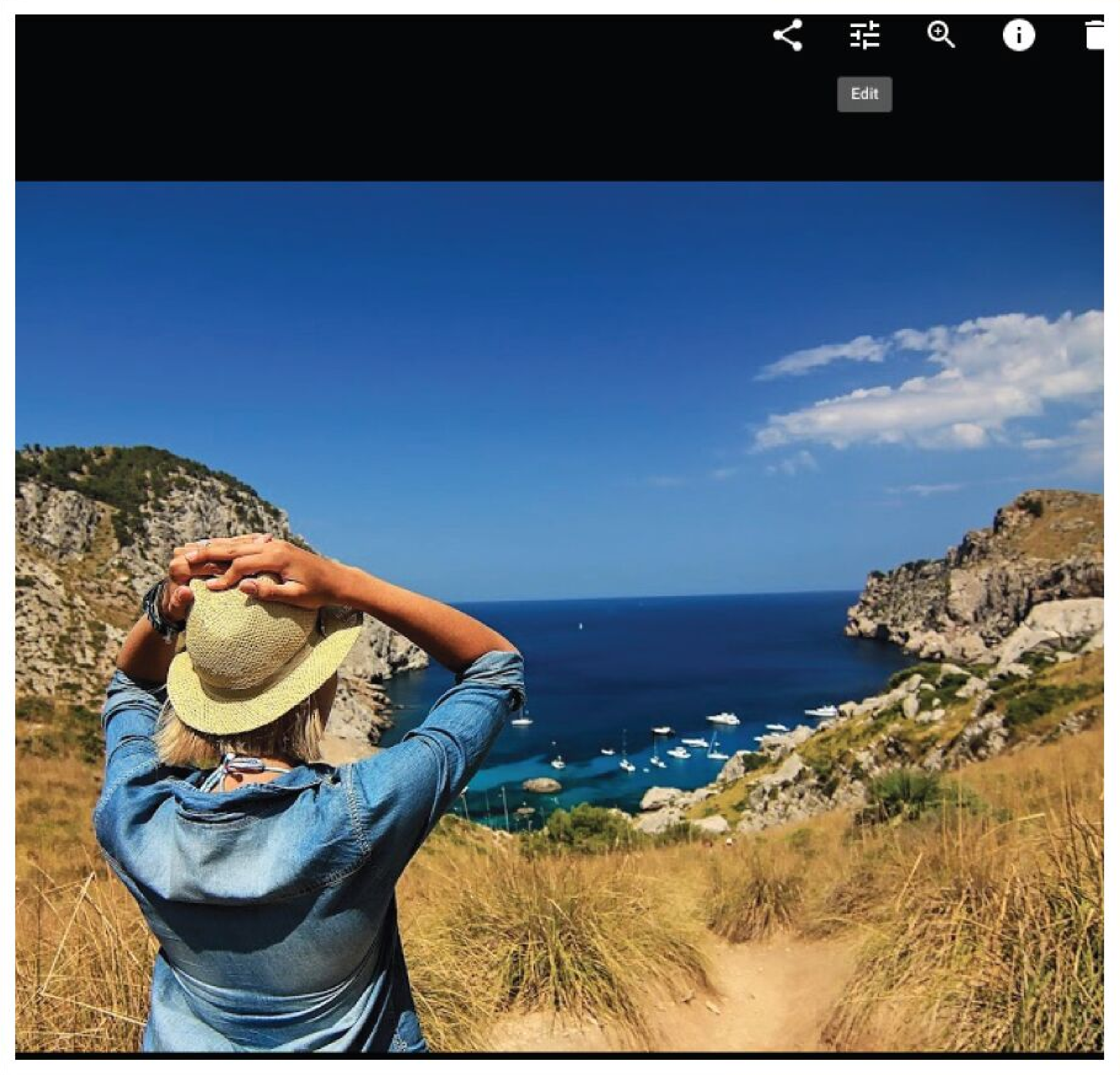
If you are already a Pinterest user or simply wish to sign up and share your photos with the world, it couldn't be easier to get started. Visit www.pinterest.com and sign in using your Google account. Once you are signed in you can upload directly by clicking the icon on any of your images, when you are viewing them full screen.

Editing Images Using Photos

Google Photos not only provides you with storage for your photos and videos in one place, it can also be used to edit your picture. Photos editor is not a fully-featured image editing program but it includes enough to make the most of your photos. It's also free!

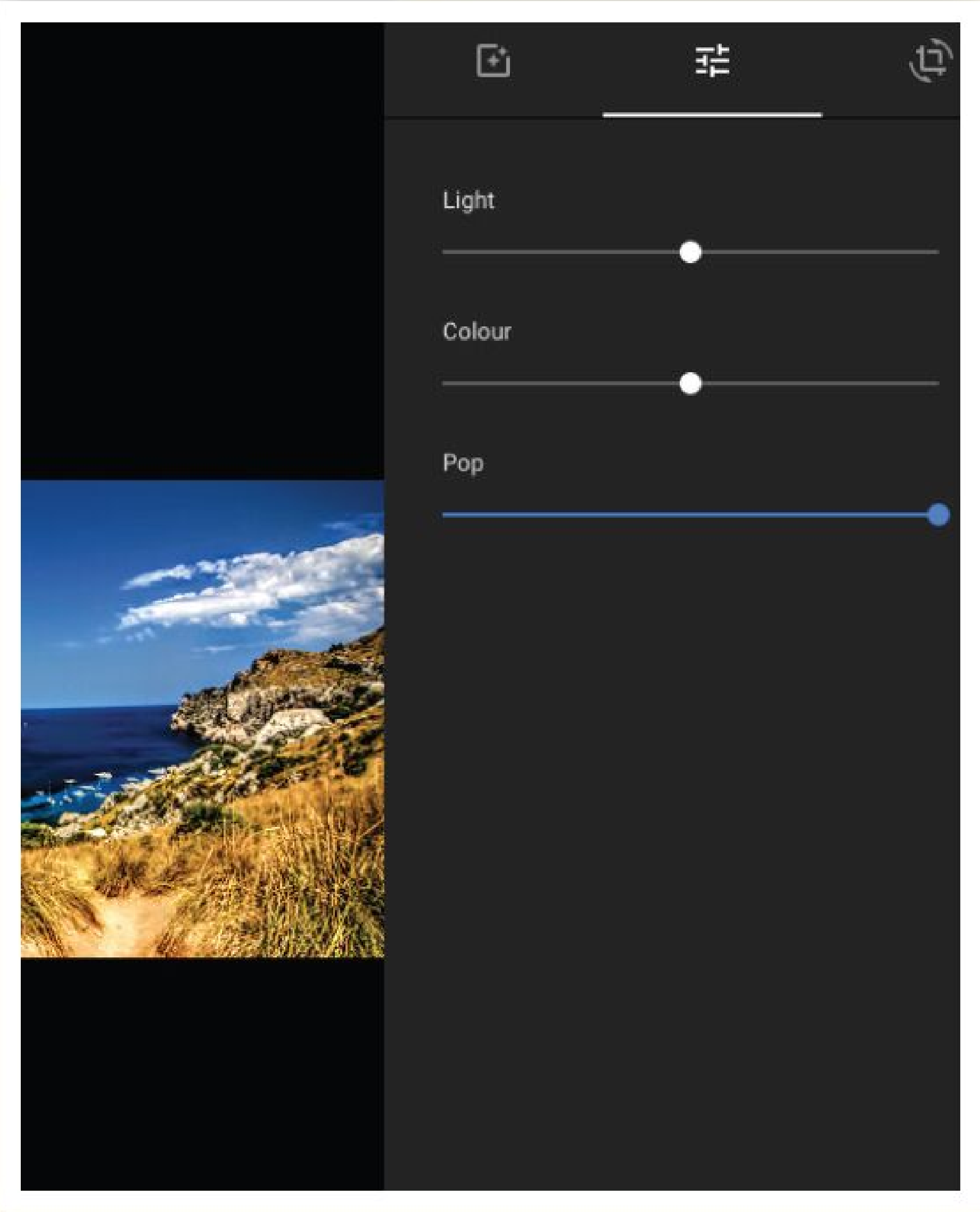
Quick Fixes

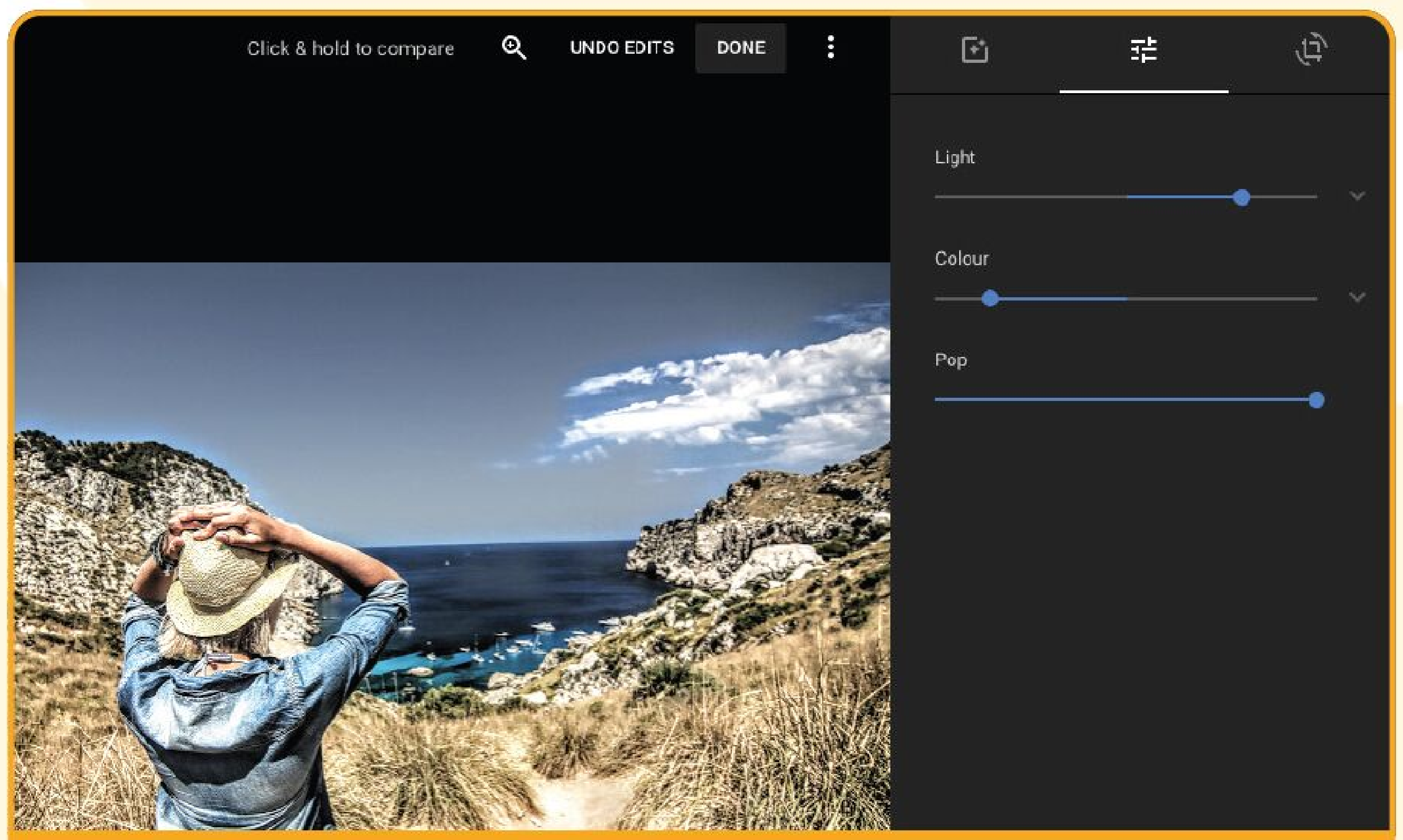
As stated Google Photo editing isn't a fully optimised and functional Photoshop alternative but with that said, there are more than enough options for you to clean up or enhance your digital photography, with only the most basic understanding of photo-editing. Photos offers simple tools, designed to help fix common problems with a few clicks as follows.



Light and Colour Fixes

These controls let you change the lighting or colour levels of your image. You can either use the sliders to change Light, Colour temperature and Pop. The latter being a fantastic tool that adds greater depth to your images with a simple adjustment to the slider.



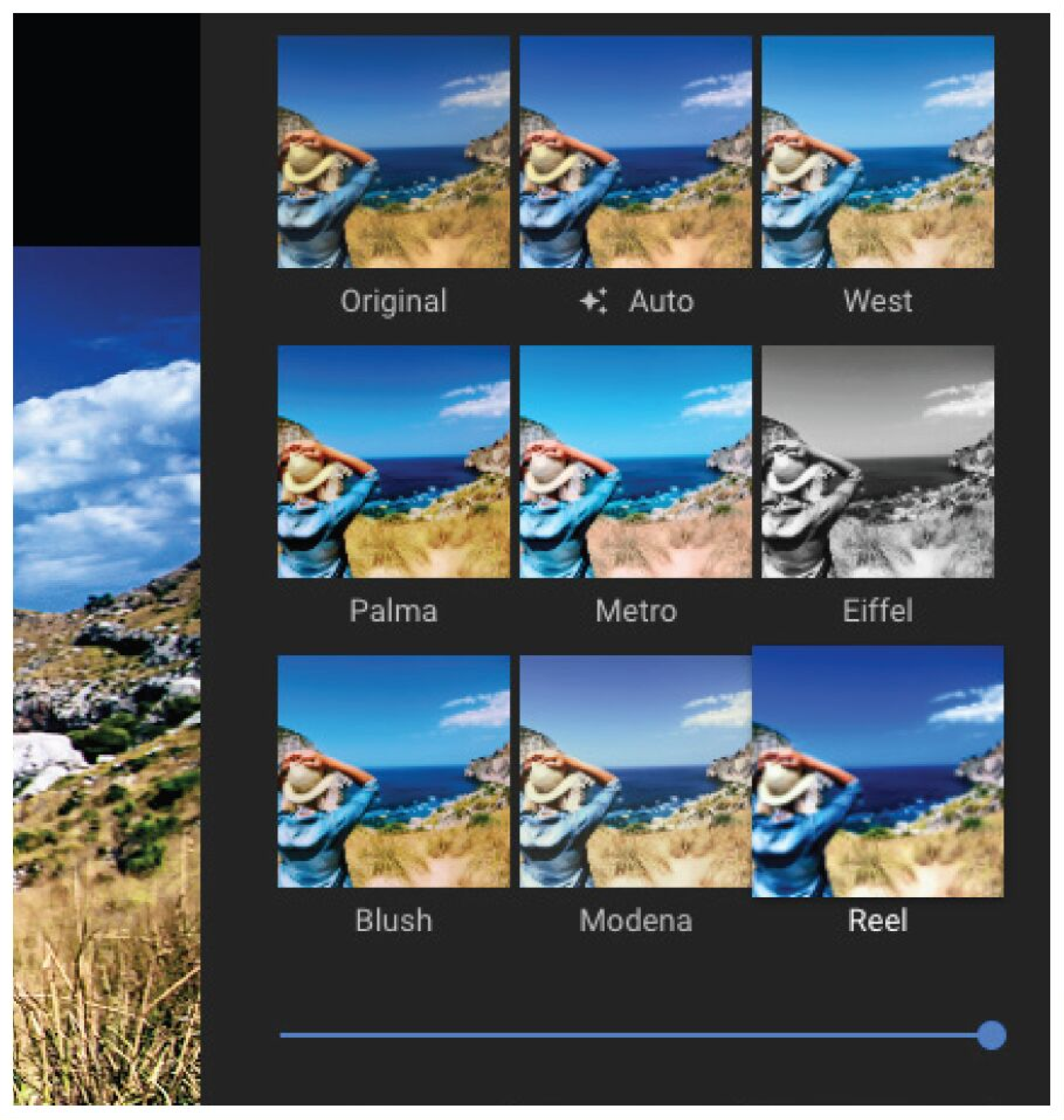


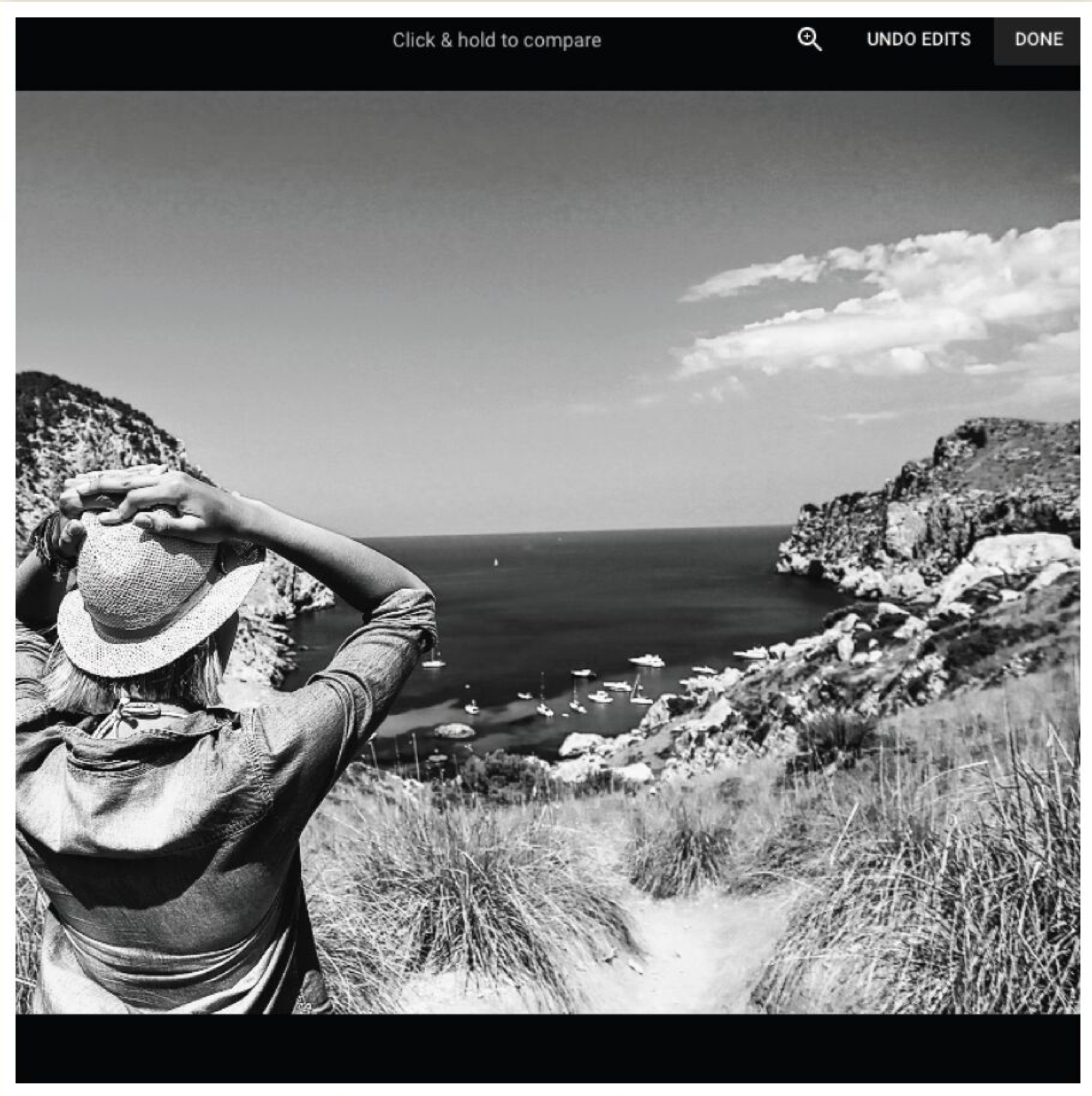
Undo Edits

You can easily remove any edits you have made to your photographs while you are still editing. All you need to do to remove your edits is click on the Undo Edits button located at the top of the editing window. By doing this you will instantly remove any changes you have made to the image, from applying filters to cropping and rotating, so make sure you are happy to do so before clicking. You can copy your edits via the edit menu (three dots) and paste them on any image in your library.

Image Processing (Filters)

› These controls let you quickly add a range of different filters to your images. These range from sepia and black and white, to soft focus and graduated tint. Click on each filter and you can then control the intensity of the effect using sliders. You can easily undo any effect using the buttons below the filter list.



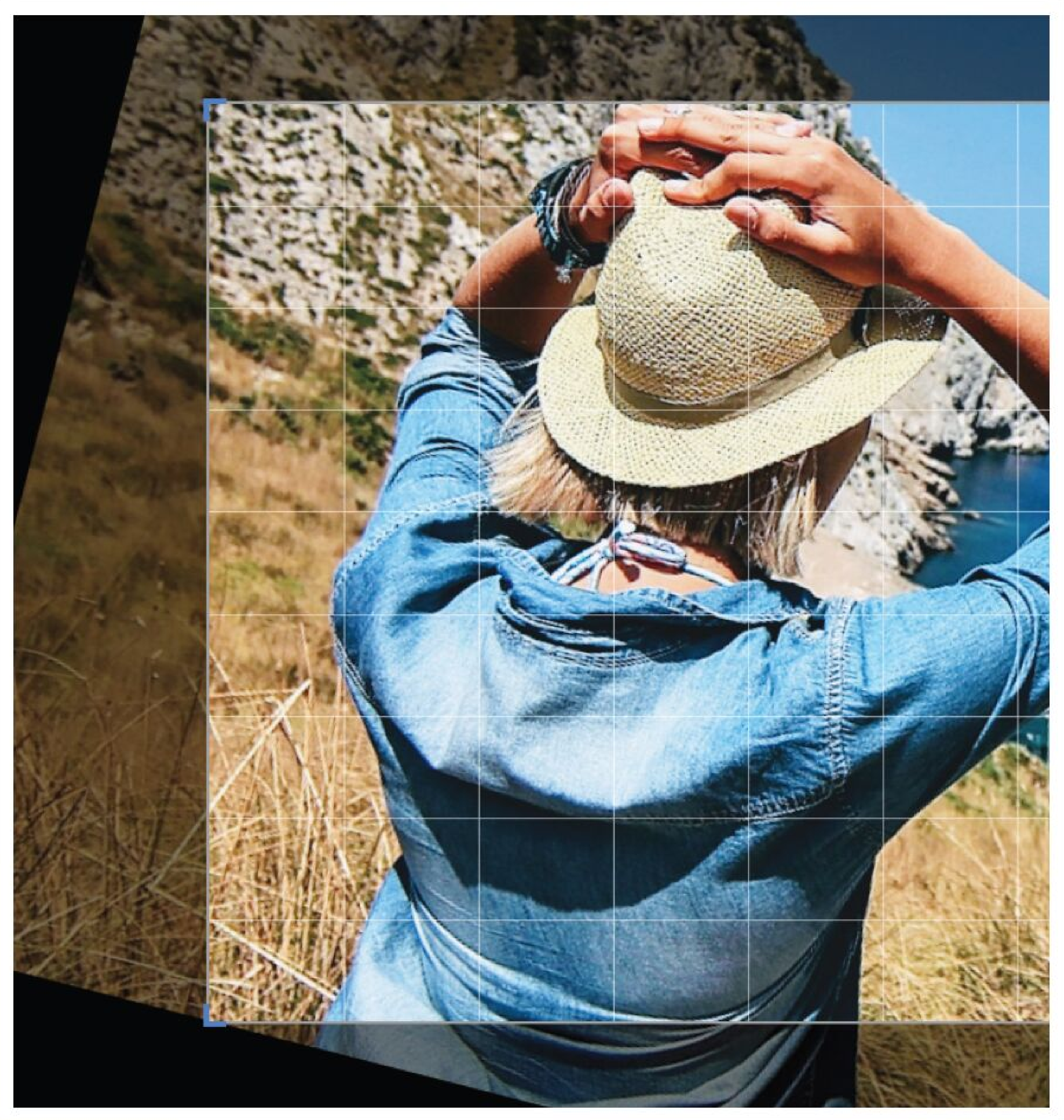


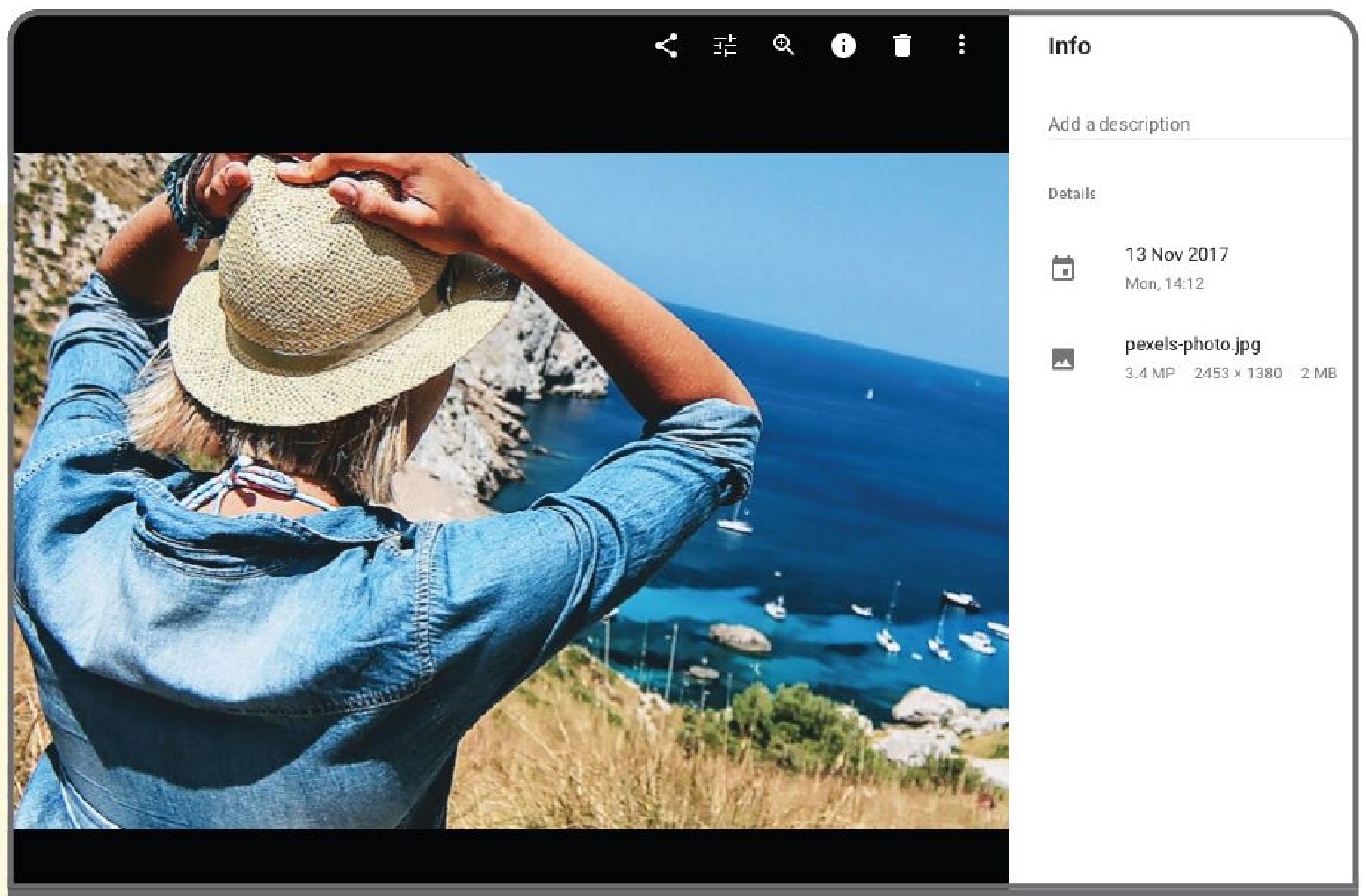
Click and Hold to Compare

› When editing or applying filters to your images, it is very important that you don't lose sight of the original image; this ensures that your edits aren't actually detrimental. At anytime during the editing process, you can revert to your original image by pressing and holding on the mouse button or screen. Your altered image can be saved as a copy so you can keep both.

Rotate and Crop

› The crop and rotate tool enables you to cut out sections of the collage or rotate the image at either 90 degree angles or manually using the user controls down the right hand side. NOTE: If you are using the crop tool to zoom this could effect image quality. You can also crop the image to a number of specific aspect ratios, Free (user defined as detailed above), Original, Square, 16:9, 4:3 and 3:2 by clicking the aspect ratio icon in the top bar. Having selected any of these ratio options, Photos will place an adjustable frame on the image, click Done when you are ready to crop.





13 Nov 2017
Mon, 14:12

pexels-photo.jpg
3.4 MP 2453 × 1380 2 MB

Adding Information

Each photo or movie file in your Photos library contains unique information. This includes file size, resolution, date and time it was captured all as default. This data can be viewed by clicking on the "i" icon on the control bar at the top of the window. You can add a custom description to your files, which will be stored as part of the image's information. To save this new info tap the X Icon in the top right corner of the screen.

Using Your Photo Albums

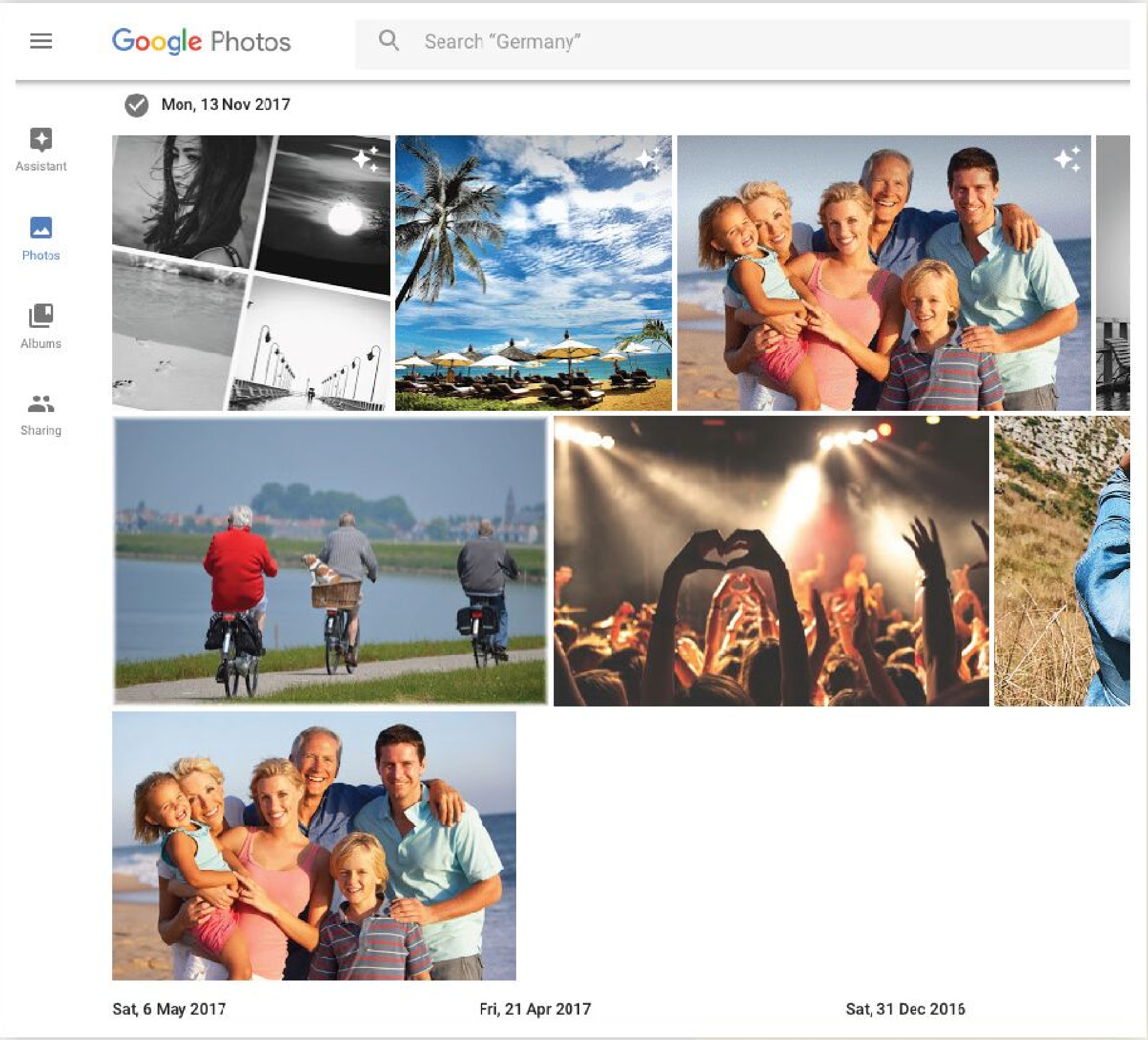
Google Photos Albums is an easy way to store your photos online and then share them as and when you choose. Google provides free storage that makes sharing your photos quick and easy.

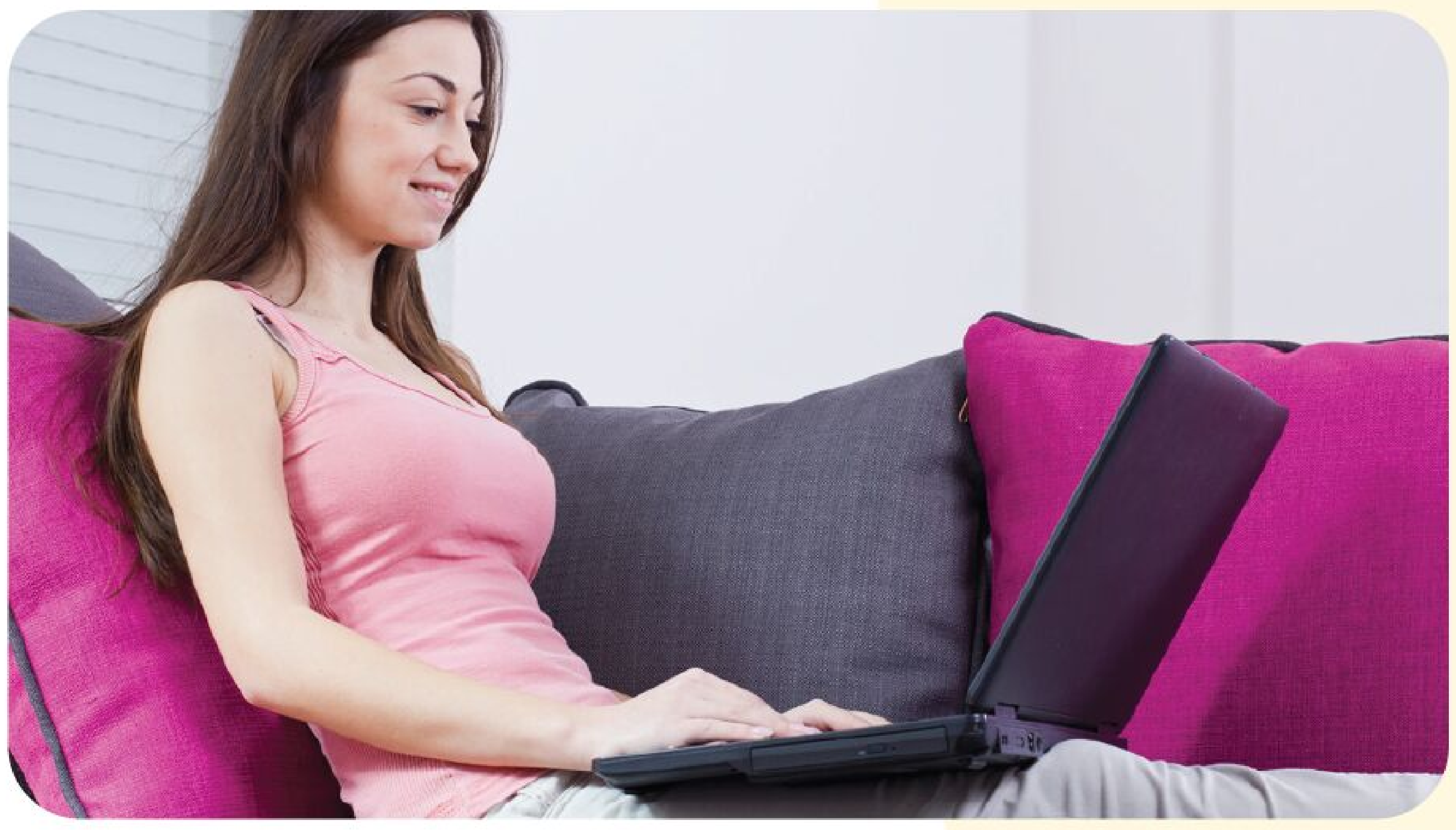
Adding Photos to Web Albums

Adding photos that you have on your computer to your Web Albums is easy using the Google Photos software.

Step 1

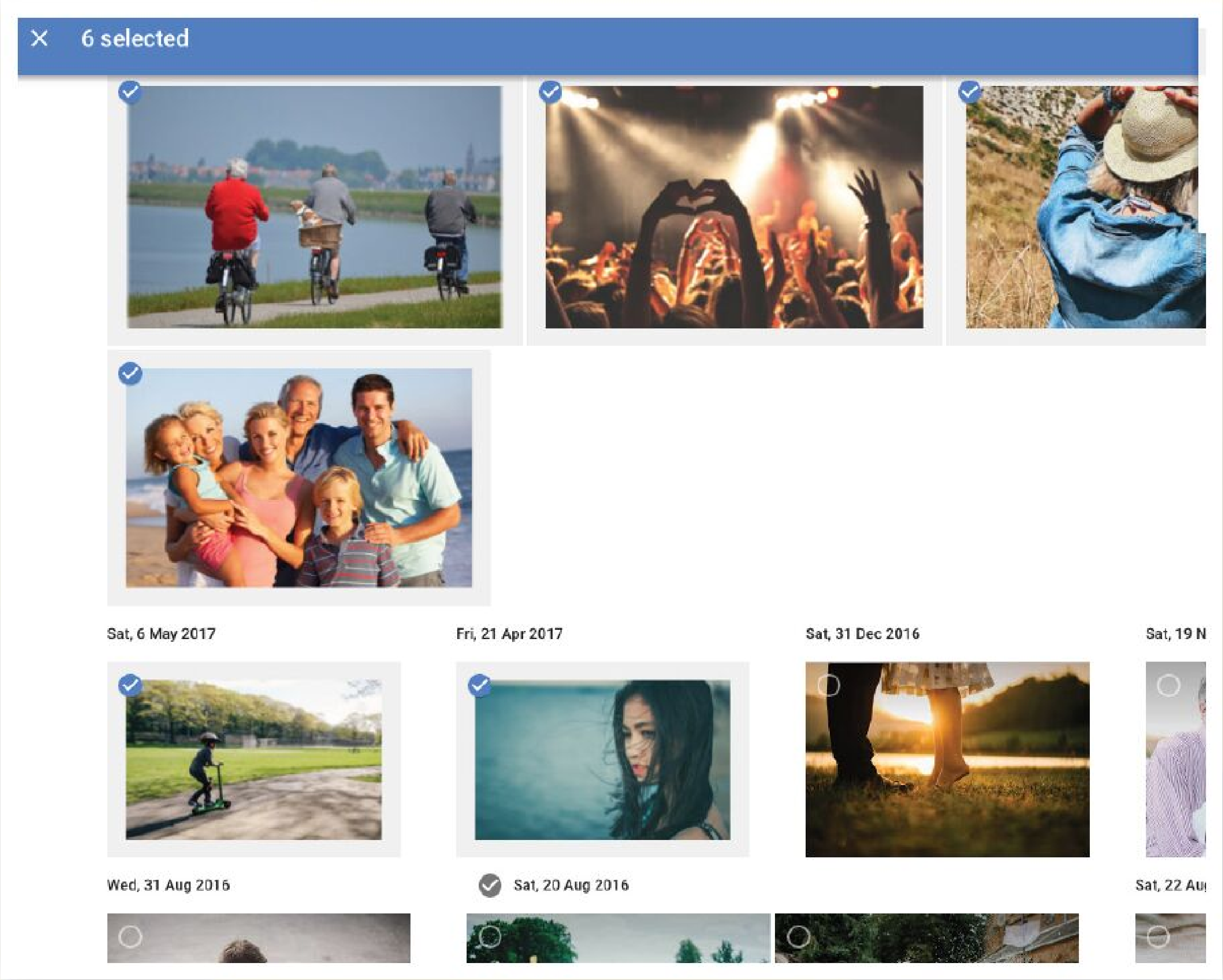
› Open the Photos app and search through your photo folders to find the images you want. Each file acts as an individual but you can create new albums containing a mix of files if you wish.


Google Photos
Search "Germany"
Mon, 13 Nov 2017
Assistant
Photos
Albums
Sharing
Sat, 6 May 2017
Fri, 21 Apr 2017
Sat, 31 Dec 2016



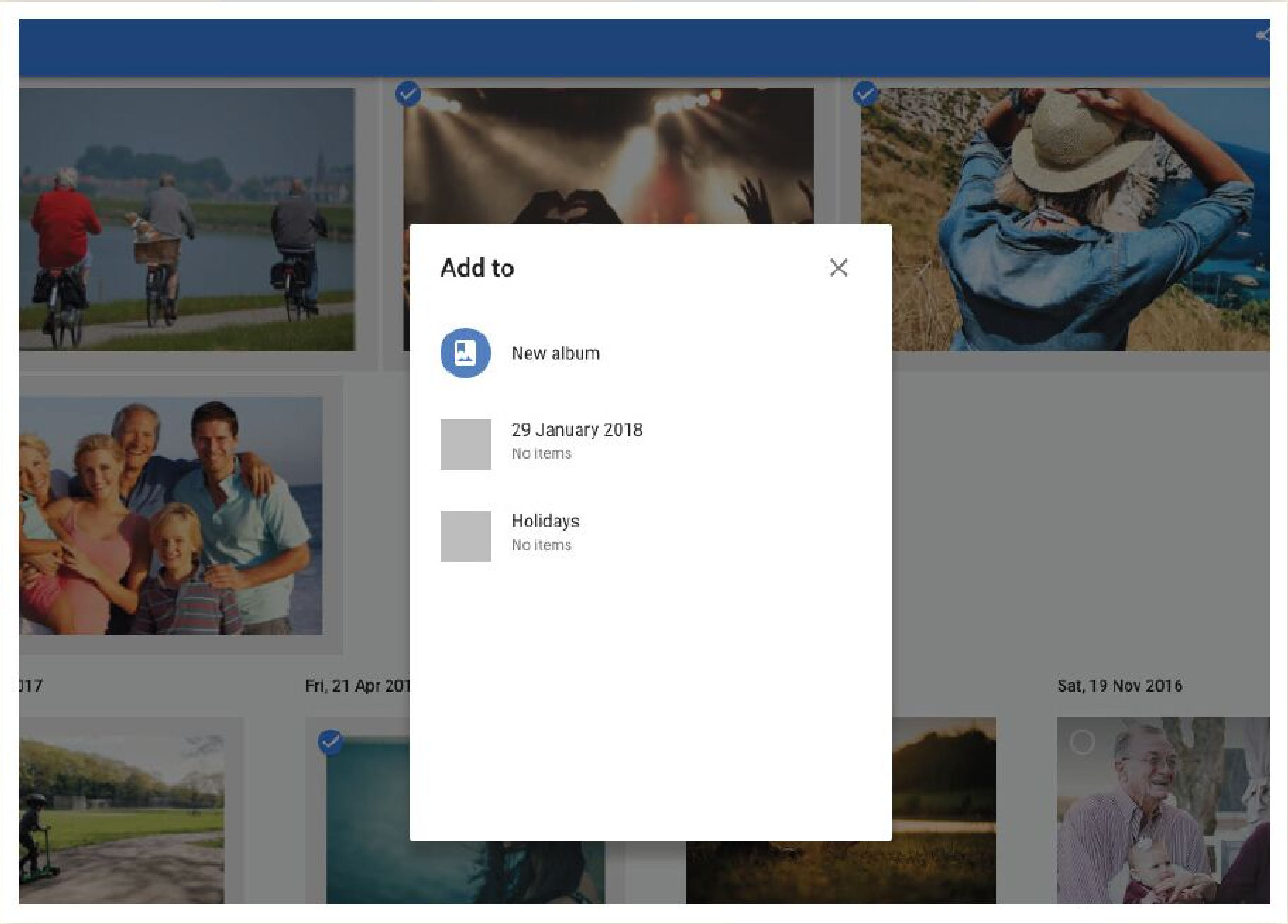
Step 2

› To create a new album folder, click on the tick icon on the files you want to add to the folder. Now click the + icon in the top right of the main tool bar and select Album from the drop down list in the top right corner, as shown here.


6 selected
Sat, 6 May 2017
Fri, 21 Apr 2017
Sat, 31 Dec 2016
Sat, 19 N
Wed, 31 Aug 2016
Sat, 20 Aug 2016
Sat, 22 Au

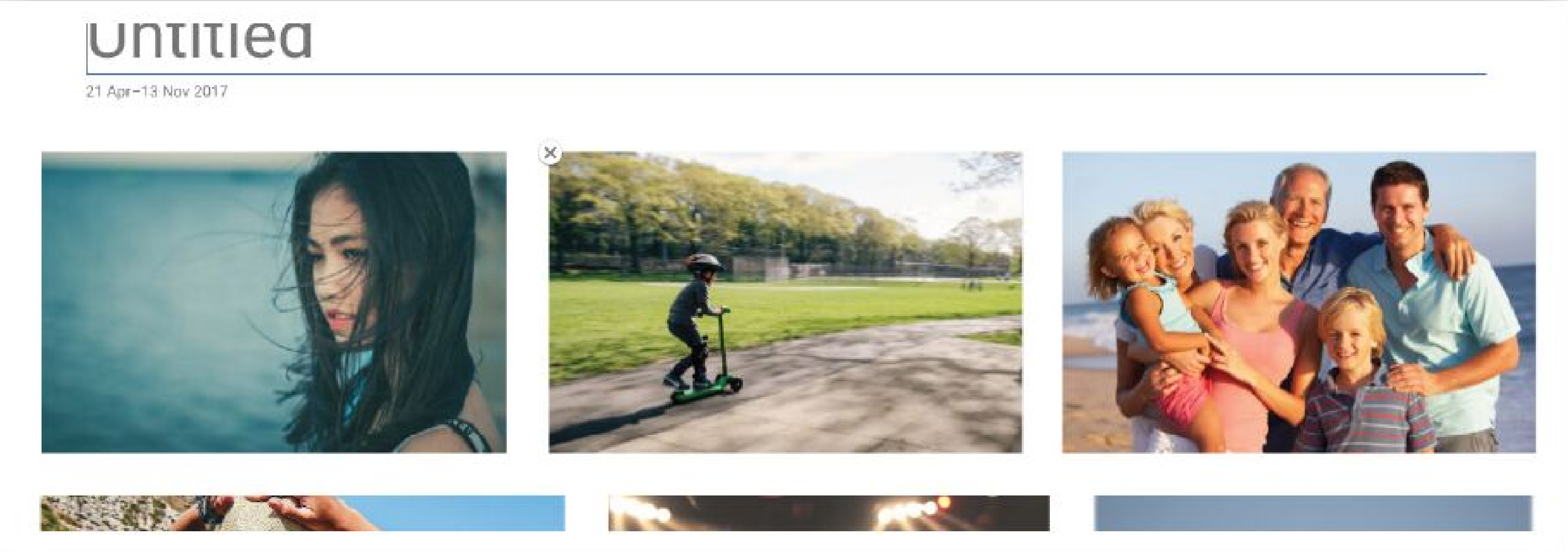
Step 3

› You can choose to save to an existing Album to create a new one. Access to these albums is achieved in the same way, by clicking the link of your choice.


Add to
New album
29 January 2018
No items
Holidays
No items
Fri, 21 Apr 2017
Sat, 19 Nov 2016

Step 4

❱ Having chosen to create a new Album, you can now customise its name by entering your title into the text input box at the top of the collection of files; click the tick icon to finish . You can also add files to this folder by dragging and dropping directly.

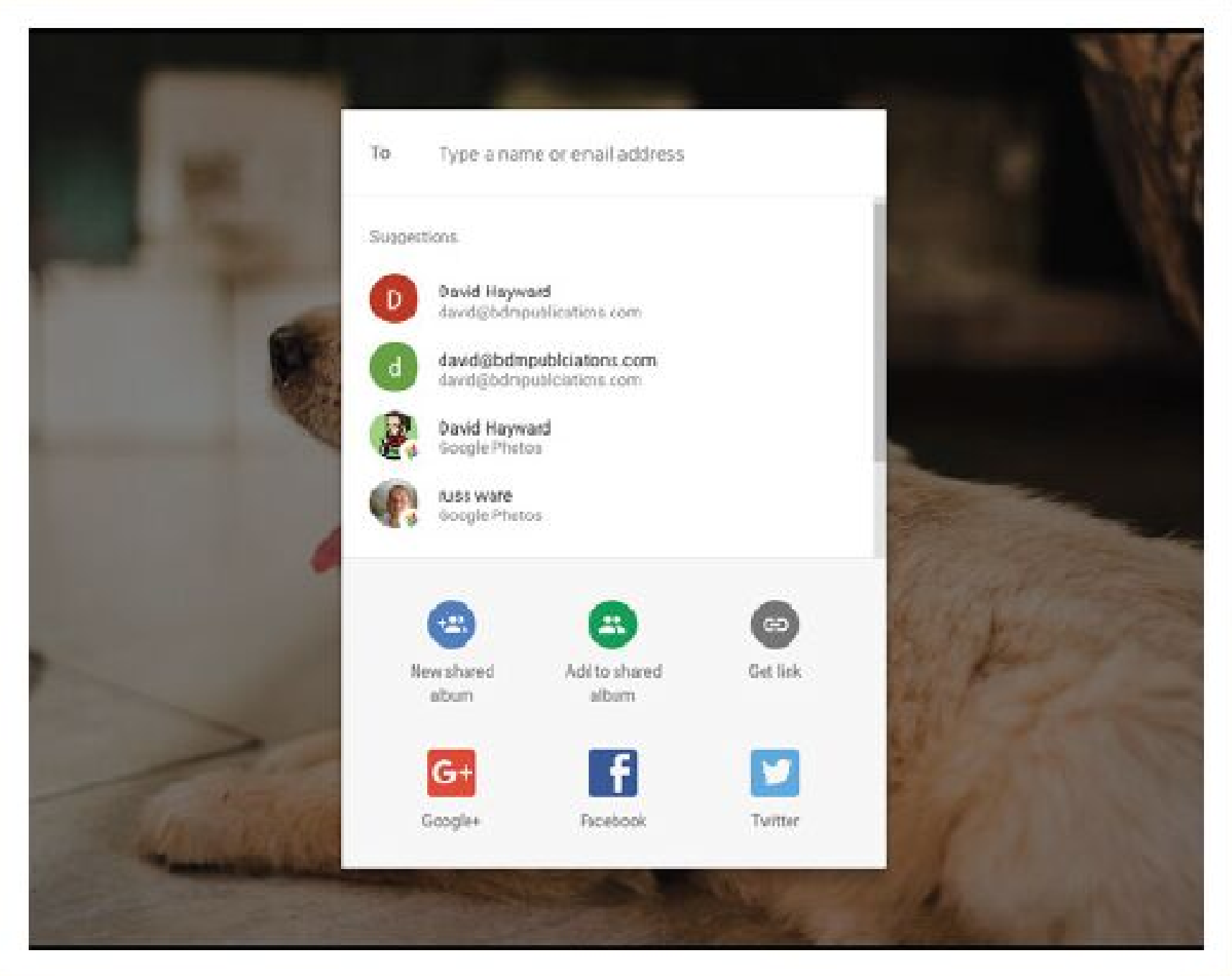


Sharing Web Albums

There are a couple of different ways to share your files and albums, depending on whether the recipients have signed up for Google.

Step 1

❱ To share a single file, click on the image to enter full screen view and then tap the Share icon on the right of the screen. From this menu screen you can share with a Google contact by clicking them.


To Type a name or email address

Suggestions

David Hayward
david@bdmpublications.com

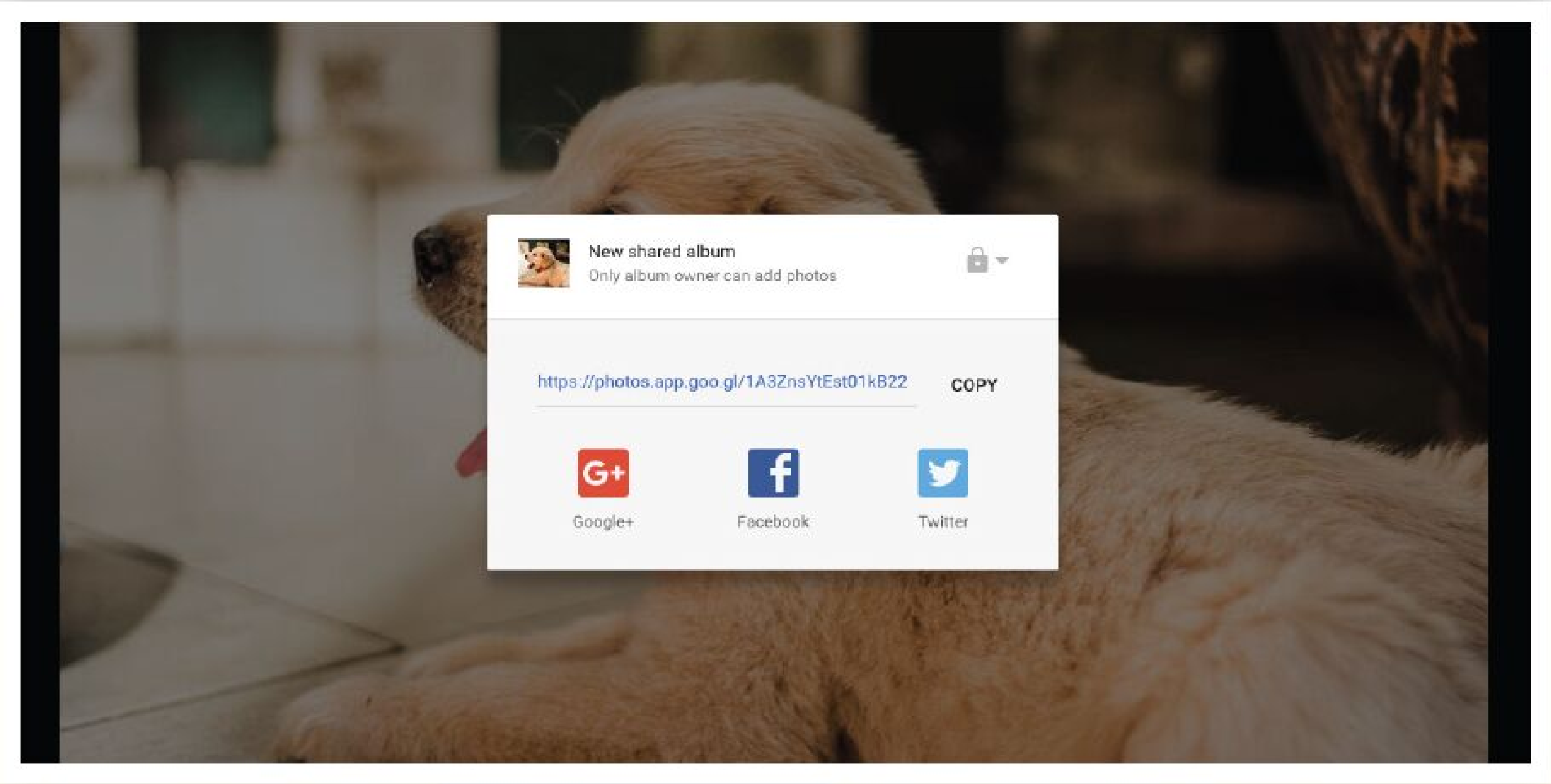
david@bdmpublciations.com
david@bdmpublciations.com

David Hayward
Google Photos

russ ware
Google Photos

Step 2

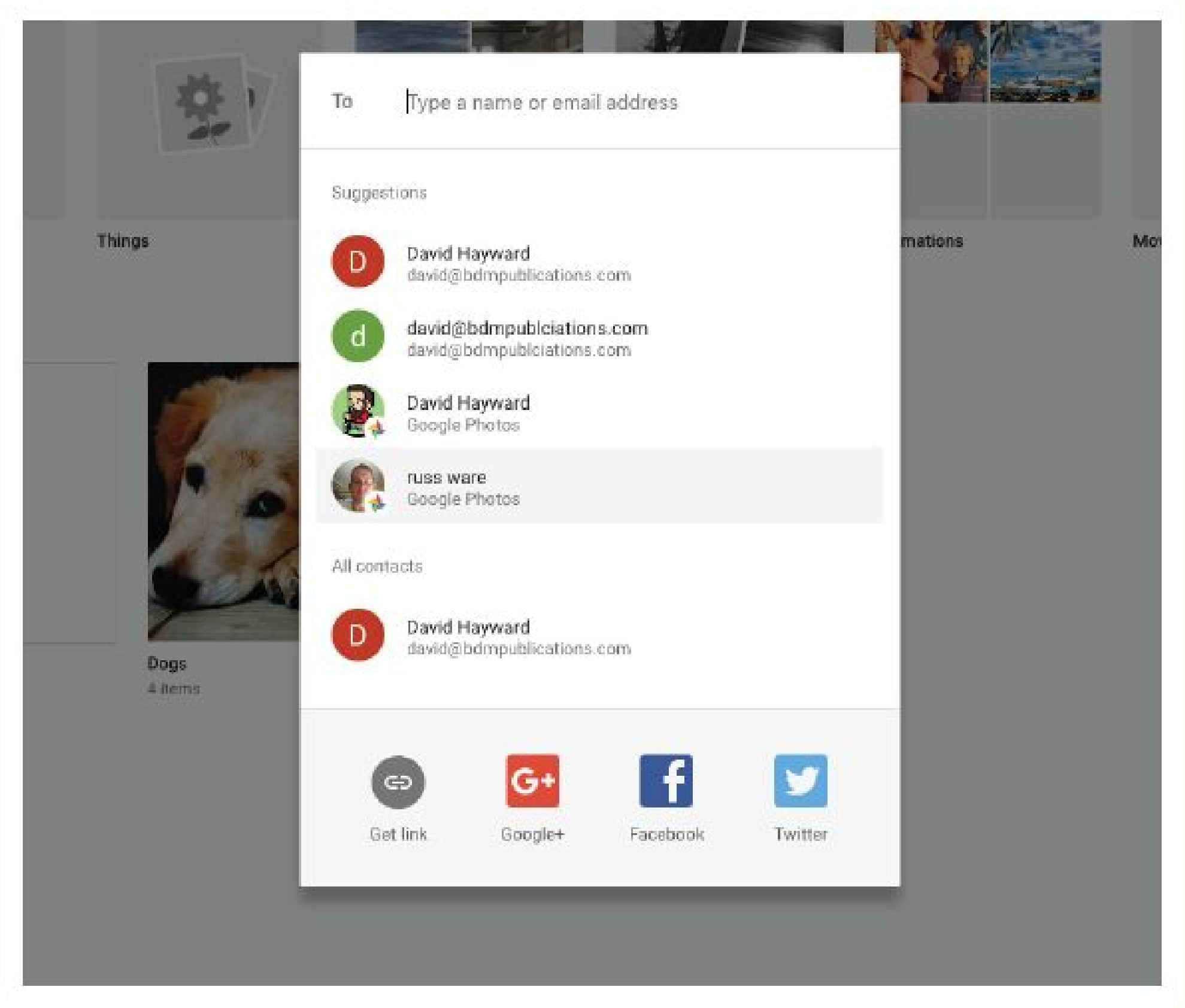
❱ Alternatively you can share via your social networks by tapping the link to Facebook or Twitter. To share to a non-Google contact, click Get Link and then copy and paste it into a message or email.


New shared album
Only album owner can add photos

https://photos.app.goo.gl/1A3ZnsYtEst01kB22 COPY

Step 3

❱ To share an album, click on the icon in the top right corner of the album and then click on Share. Once again you can quickly share with Google contacts by clicking on their name.


To Type a name or email address

Suggestions

David Hayward
david@bdmpublications.com

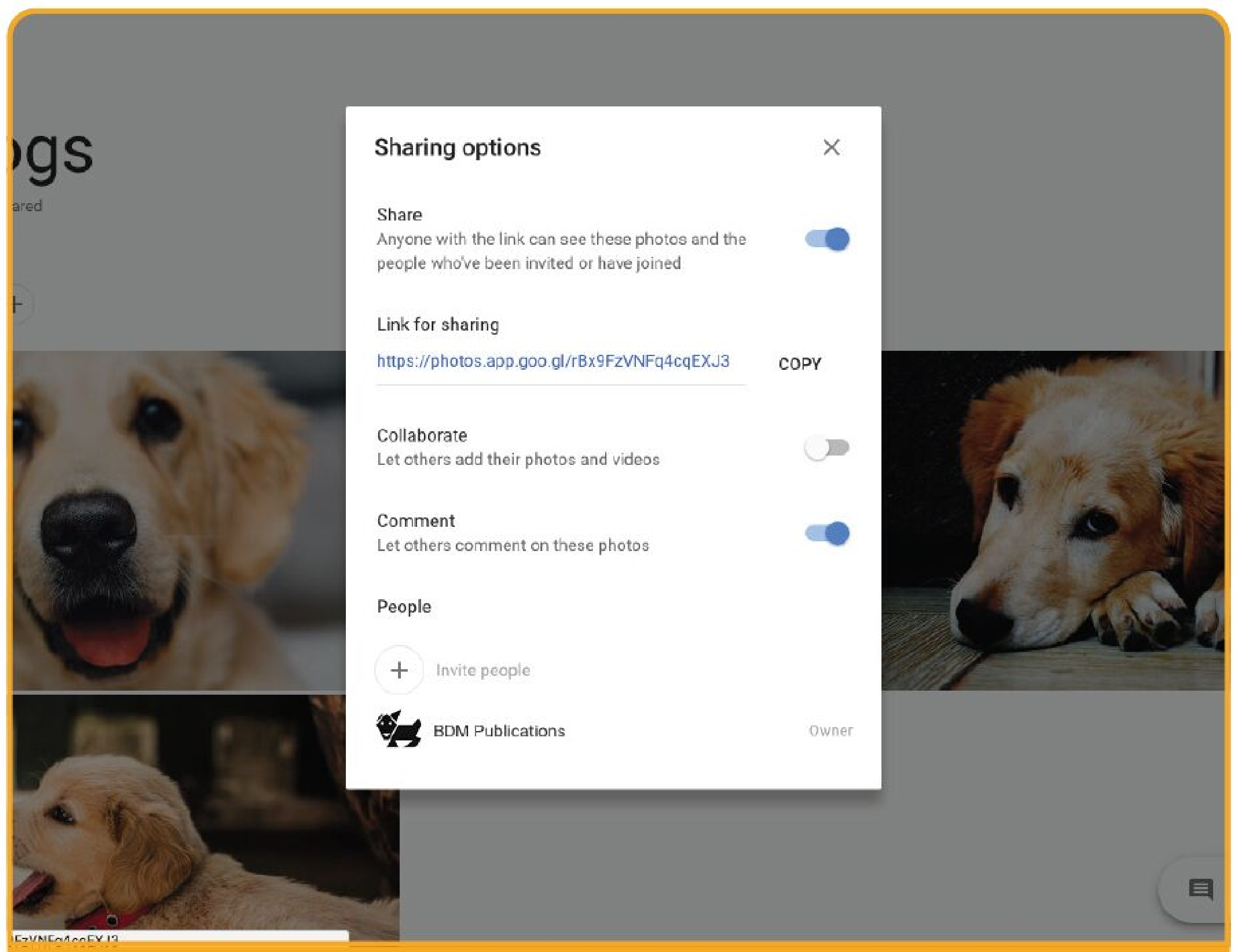
david@bdmpublciations.com
david@bdmpublciations.com

David Hayward
Google Photos

russ ware
Google Photos

All contacts

David Hayward
david@bdmpublications.com


Sharing options

Share
Anyone with the link can see these photos and the people who've been invited or have joined

Link for sharing
https://photos.app.goo.gl/rBx9FzVNFq4cqEXJ3 COPY

Collaborate
Let others add their photos and videos

Comment
Let others comment on these photos

People

Invite people

BDM Publications Owner

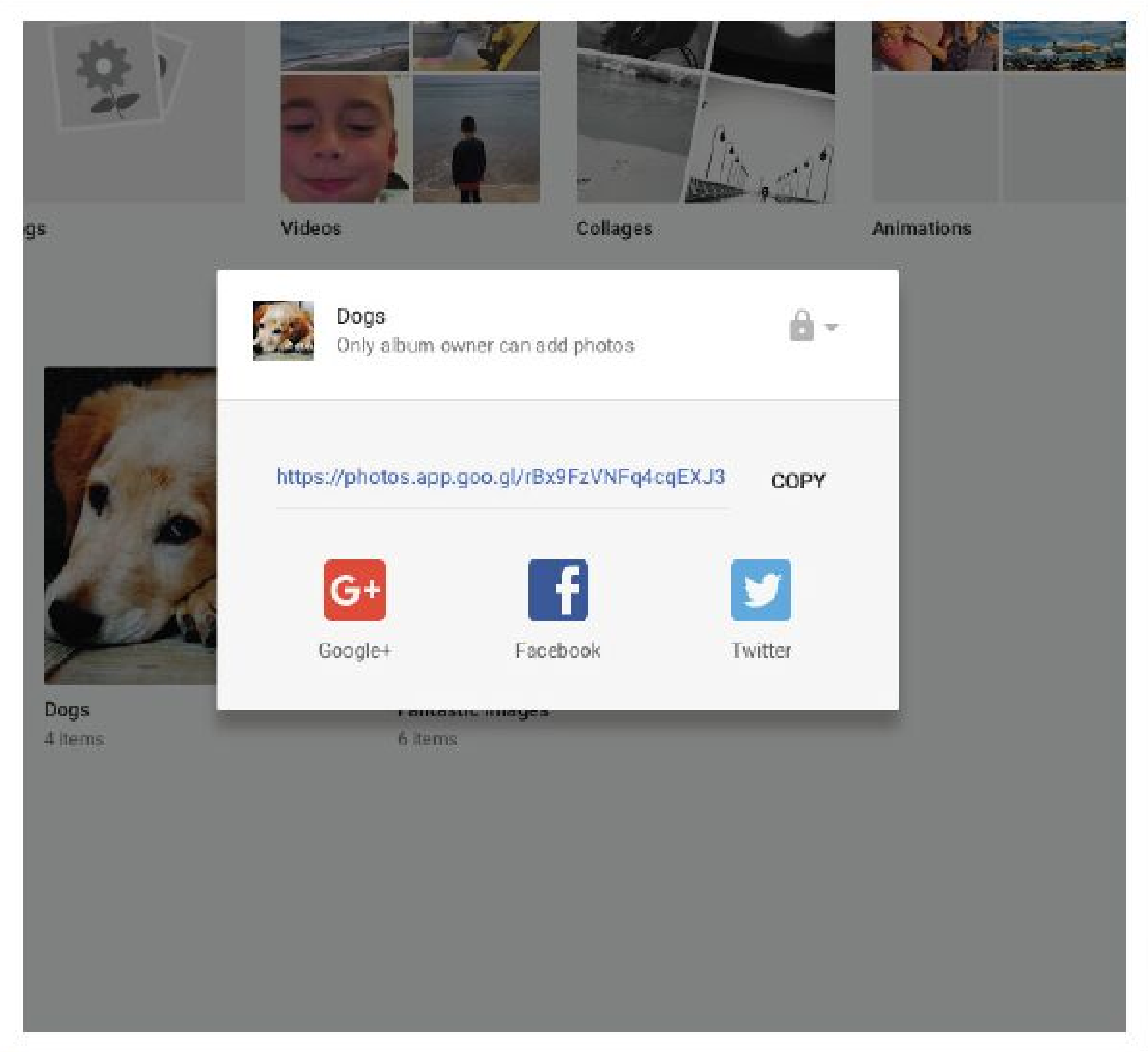
Album Access

The people you share with are added to the Shared with list in Google Photos. These people can do the following:

- **If your album visibility is limited, they can view it by signing in to Photos.**
- **They can see the shared album on your Photos Web gallery, your Google profile and in Google+ (if you've signed up).**
- **Google+ users: The people you share with have permission to reshare your album. Within Google+, they can also see who else you've shared it with.**

Step 4

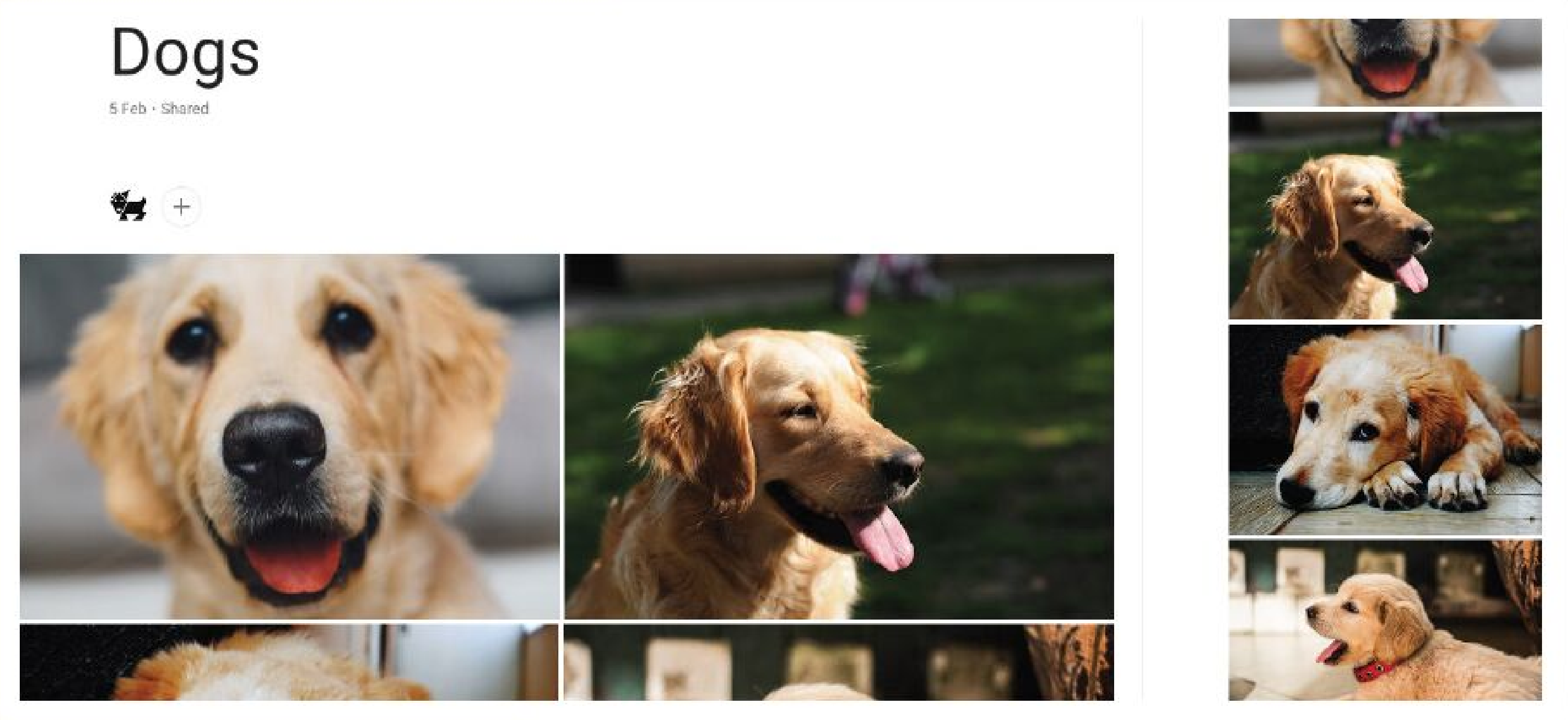
❱ Alternatively you can also share via your social networks by tapping the link(s). To share to a non-Google contact, click Get Link and then copy and paste it into a message or email and send the link as per usual.


Dogs
Only album owner can add photos

https://photos.app.goo.gl/rBx9FzVNFq4cqEXJ3 COPY

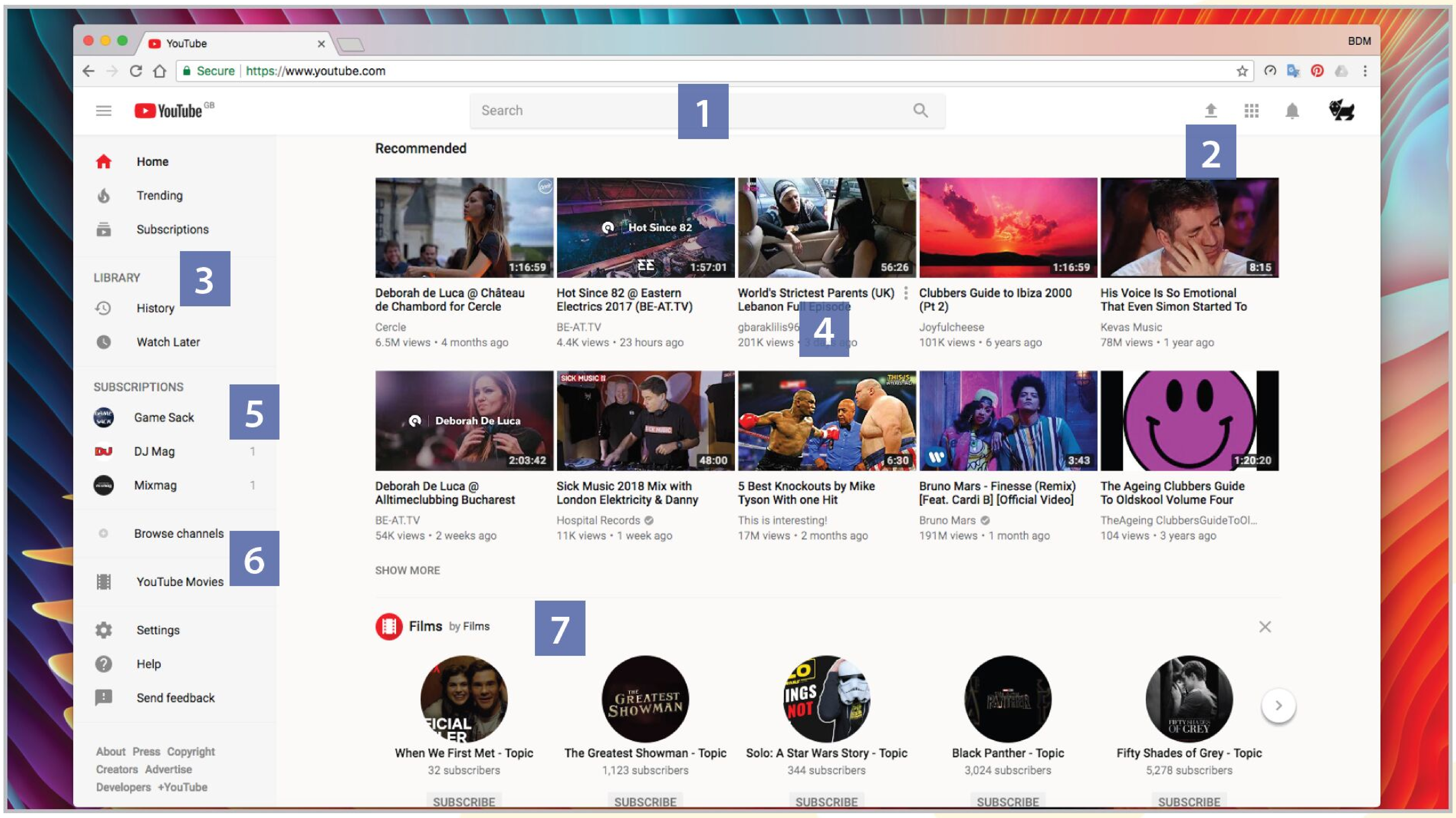
Step 5

❱ Add a comment if you'd like to add context to your photos. This text will be posted with your photos in Google+. Add Google+ circles, individual people or email addresses and then click Share.



Get Started with YouTube

YouTube provides a forum for people to connect, inform and inspire others across the globe and acts as a distribution platform for original content creators. More than 1 billion unique users visit YouTube each month so don't miss out.


YouTube
Secure | https://www.youtube.com
BDM
YouTube GB
Search
1
2
3
4
5
6
7
Home
Trending
Subscriptions
LIBRARY
History
Watch Later
SUBSCRIPTIONS
Game Sack
DJ Mag
Mixmag
Browse channels
YouTube Movies
Settings
Help
Send feedback
About Press Copyright
Creators Advertise
Developers +YouTube
Recommended
Deborah de Luca @ Château de Chambord for Cercle
Cercle
6.5M views • 4 months ago
Hot Since 82 @ Eastern Electrics 2017 (BE-AT.TV)
BE-AT.TV
4.4K views • 23 hours ago
World's Strictest Parents (UK) Lebanon Full Episode
gbaraklilis96
201K views
Clubbers Guide to Ibiza 2000 (Pt 2)
Joyfulcheese
101K views • 6 years ago
His Voice Is So Emotional That Even Simon Started To
Kevas Music
78M views • 1 year ago
Deborah De Luca @ Alltimeclubbing Bucharest
BE-AT.TV
54K views • 2 weeks ago
Sick Music 2018 Mix with London Elektricity & Danny
Hospital Records
11K views • 1 week ago
5 Best Knockouts by Mike Tyson with one Hit
This is interesting!
17M views • 2 months ago
Bruno Mars - Finesse (Remix) [Feat. Cardi B] [Official Video]
Bruno Mars
191M views • 1 month ago
The Ageing Clubbers Guide To Oldskool Volume Four
TheAgeing ClubbersGuideToOl...
104 views • 3 years ago
SHOW MORE
Films by Films
When We First Met - Topic
32 subscribers
The Greatest Showman - Topic
1,123 subscribers
Solo: A Star Wars Story - Topic
344 subscribers
Black Panther - Topic
3,024 subscribers
Fifty Shades of Grey - Topic
5,278 subscribers
SUBSCRIBE

1 Search

❱ You can search YouTube just as you would search on Google and as you type your search term, suggestions will appear below the search box. Previously searched terms that are similar will show at the top of the suggestions box. Search results are displayed in order of relevance.

2 Upload Controls

❱ This drop-down menu contains a direct link to the upload screen as well as links to your uploads dashboard; here you can see all of the content you have uploaded and your analytics, which shows how many times your videos have been viewed and, if you have a channel, how many subscribers you have. These controls give access to figures showing the decline or growth of your channel.

3 Account Controls

❱ Here you can see your viewing history, channel subscriptions, playlists you have created and social connections. You can also control or delete channel subscriptions. Social connections allows you to share your content with your Facebook or Twitter accounts.

4 Recommended Content

❱ If you are signed in to your account, and have viewed any videos previously, content that is recommended for you will be displayed at the top of the home page. You can view more recommended content by clicking the word "recommended". If you have subscribed to any channels, relevant content from those channels will also be included here.

5 Subscribed Channels

A list of your subscribed channels is shown here. You can click the arrow button just above the list to change how it is displayed: new content, A-Z or most relevant. Just below the channel subscriptions list is a button which takes you to the complete listing of available channels. You will also find the controls for managing channels there as well.

6 Recommended Channels

The listing here is based on the videos you have watched and which channels you have previously subscribed to. Roll your mouse over the Subscribe button to see how many subscribers any channel has and click the button to instantly subscribe. A tick next to the name of the channel shows that it is verified as an official channel.

7 Latest Content

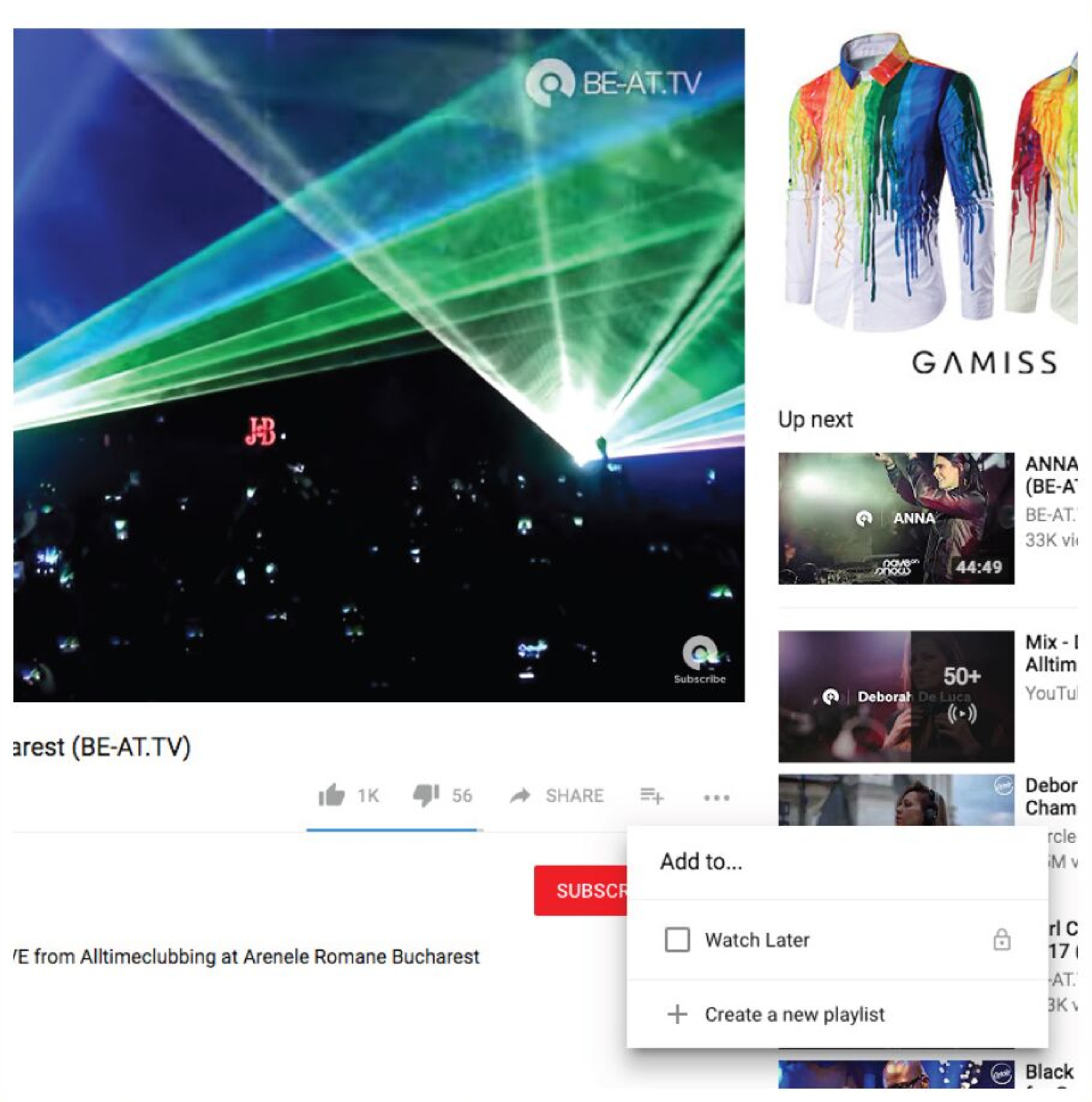
The most recent content from your subscribed channels is displayed as a list at the bottom of the screen. If you have not subscribed to any channels, this list will be populated from the most viewed content on YouTube, content that is currently trending and that which is relevant to your geographic location.

Manage Playlists

With playlists, you can put a series of videos all in one handy place. For example, you could create a playlist of all of your favourite music videos or sports clips.

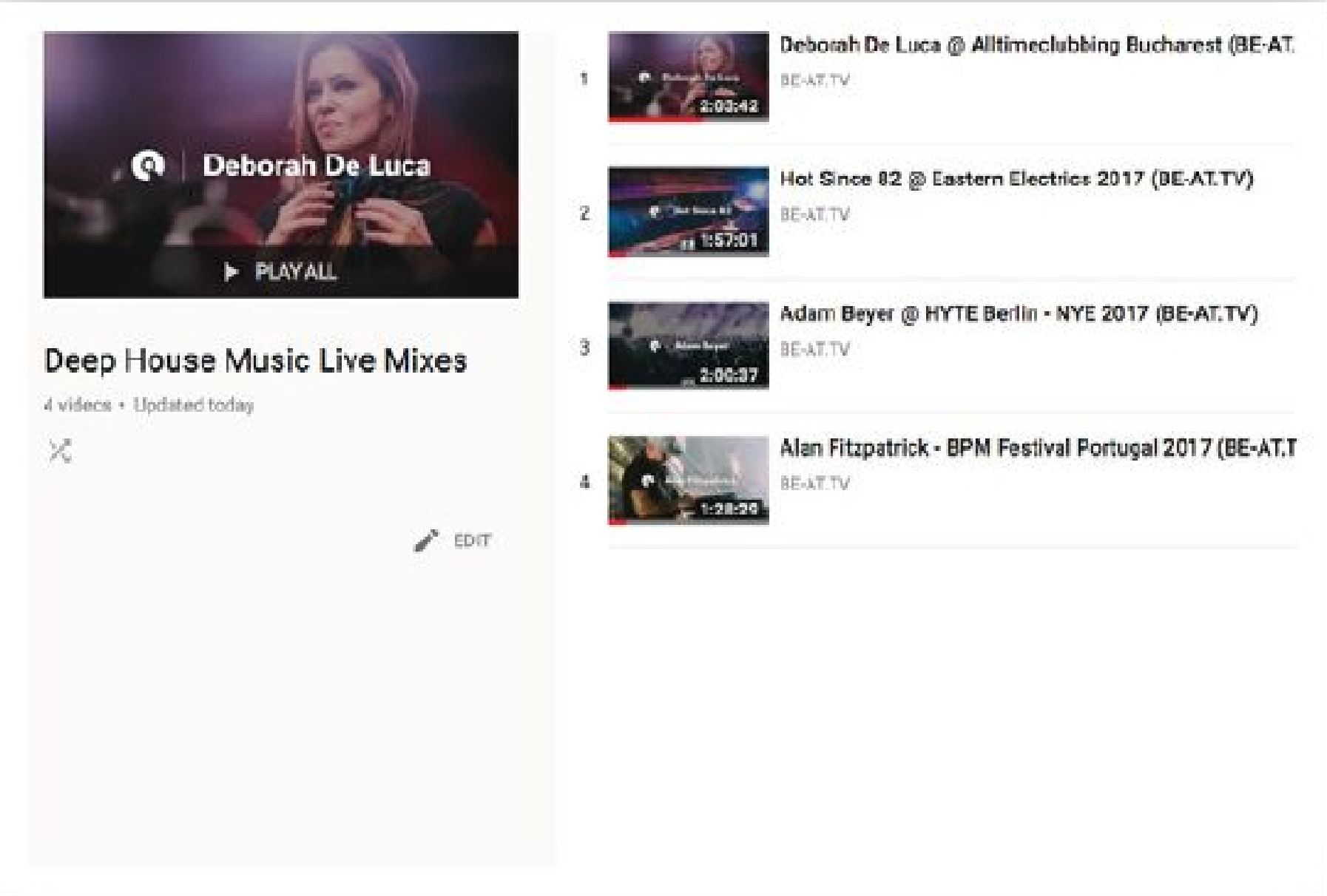
Step 1

To add videos to playlist, click the Add to link underneath a video. You can add it to a playlist that already exists or you can create a new one.


BE-AT.TV
GAMISS
Up next
arest (BE-AT.TV)
1K
56
SHARE
SUBSCR
Add to...
☐ Watch Later
+ Create a new playlist
'E from Alltimeclubbing at Arenele Romane Bucharest

Step 2

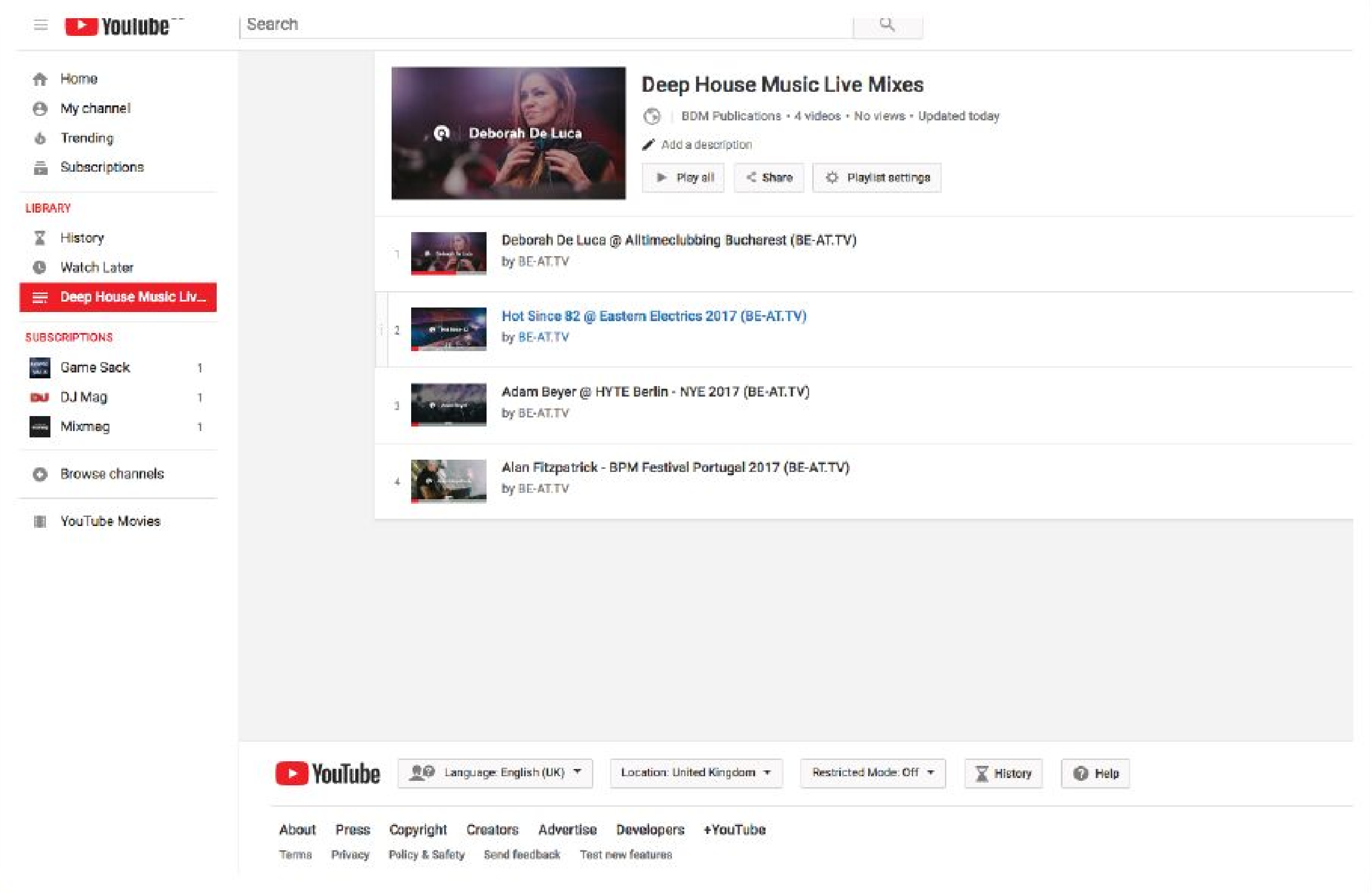
You can make changes to your playlists by visiting your Library. This link is found on the left side of the main YouTube user window.


Deborah De Luca
PLAY ALL
Deep House Music Live Mixes
EDIT

1 Deborah De Luca @ Alltimeclubbing Bucharest (BE-AT.TV)
2 Hot Since 82 @ Eastern Electrics 2017 (BE-AT.TV)
3 Adam Beyer @ HYTE Berlin - NYE 2017 (BE-AT.TV)
4 Alan Fitzpatrick - BPM Festival Portugal 2017 (BE-AT.TV)

Step 3

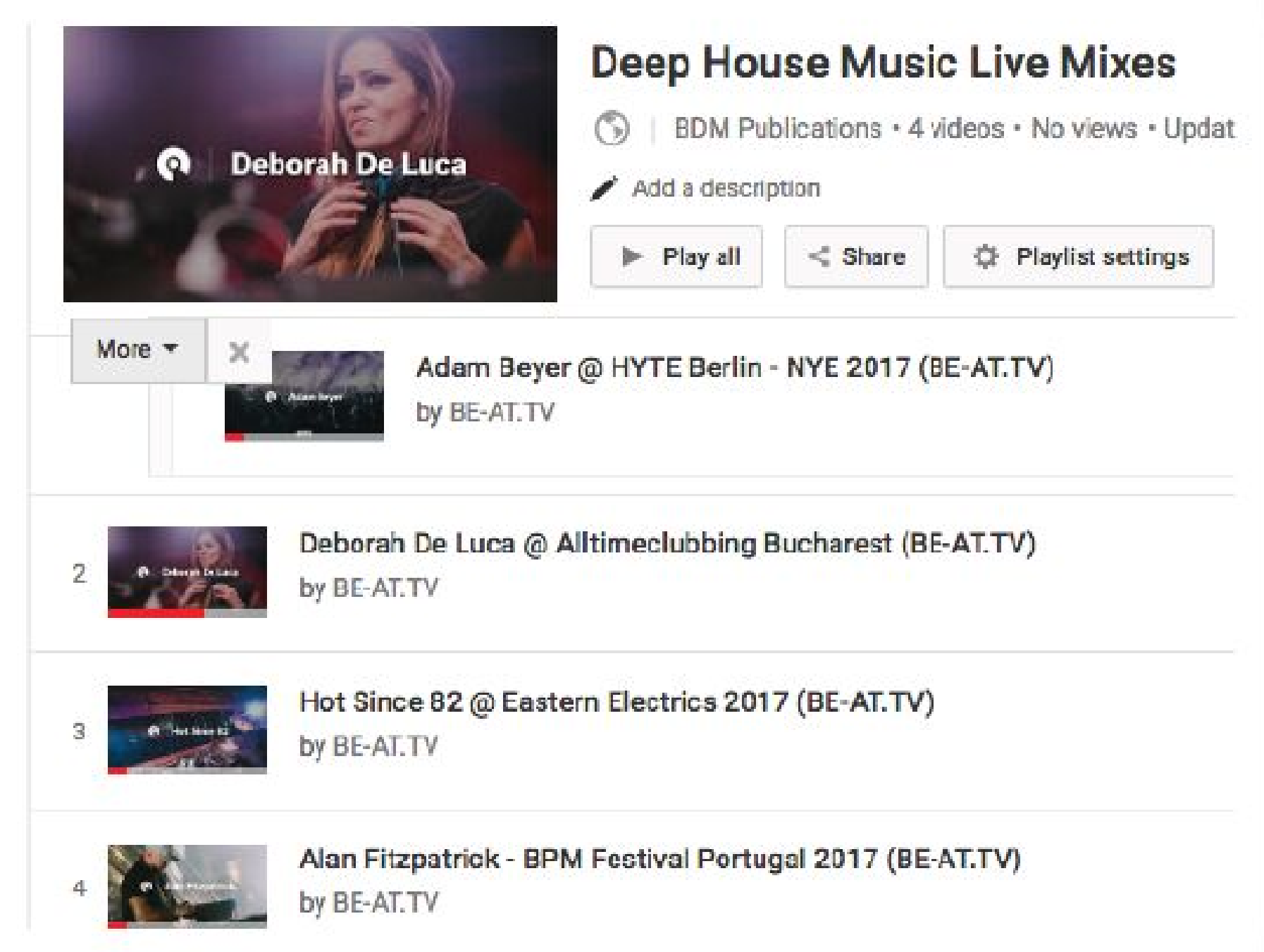
Open the playlist you want to change and click the Edit button next to the playlist you want to edit. Click Done to save any changes you make.


YouTube
Search
Home
My channel
Trending
Subscriptions
LIBRARY
History
Watch Later
Deep House Music Liv...
SUBSCRIPTIONS
Game Sack
DJ Mag
Mixmag
Browse channels
YouTube Movies
Deep House Music Live Mixes
Add a description
Play all
Share
Playlist settings
About Press Copyright Creators Advertise Developers +YouTube

1 Deborah De Luca @ Alltimeclubbing Bucharest (BE-AT.TV) by BE-AT.TV
2 Hot Since 82 @ Eastern Electrics 2017 (BE-AT.TV) by BE-AT.TV
3 Adam Beyer @ HYTE Berlin - NYE 2017 (BE-AT.TV) by BE-AT.TV
4 Alan Fitzpatrick - BPM Festival Portugal 2017 (BE-AT.TV) by BE-AT.TV

Step 4

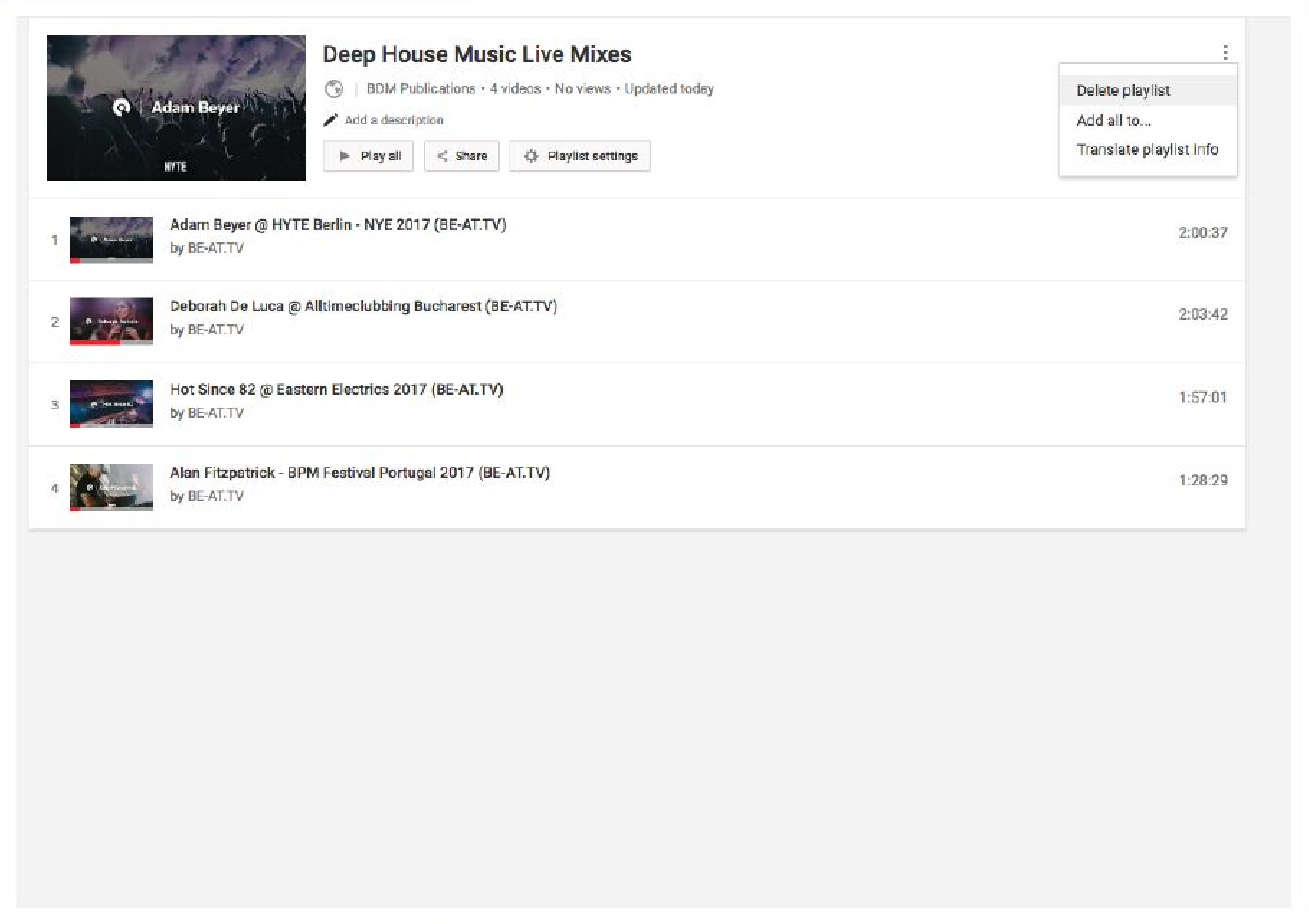
Reorder videos in your playlist by hovering your mouse over the video until you see a grey vertical bar to the left of the video. Click the grey bar, then drag and drop the video to rearrange it.


Deborah De Luca
Deep House Music Live Mixes
BDM Publications • 4 videos • No views • Updat
Add a description
Play all
Share
Playlist settings
More

Adam Beyer @ HYTE Berlin - NYE 2017 (BE-AT.TV) by BE-AT.TV
2 Deborah De Luca @ Alltimeclubbing Bucharest (BE-AT.TV) by BE-AT.TV
3 Hot Since 82 @ Eastern Electrics 2017 (BE-AT.TV) by BE-AT.TV
4 Alan Fitzpatrick - BPM Festival Portugal 2017 (BE-AT.TV) by BE-AT.TV

Step 5

To delete an entire playlist, click the More icon at the top right corner of this window, then click Delete Playlist at the top of the list. Once a playlist has been removed, you cannot undo.


Adam Beyer
HYTE
Deep House Music Live Mixes
BDM Publications • 4 videos • No views • Updated today
Add a description
Play all
Share
Playlist settings
Delete playlist
Add all to...
Translate playlist info

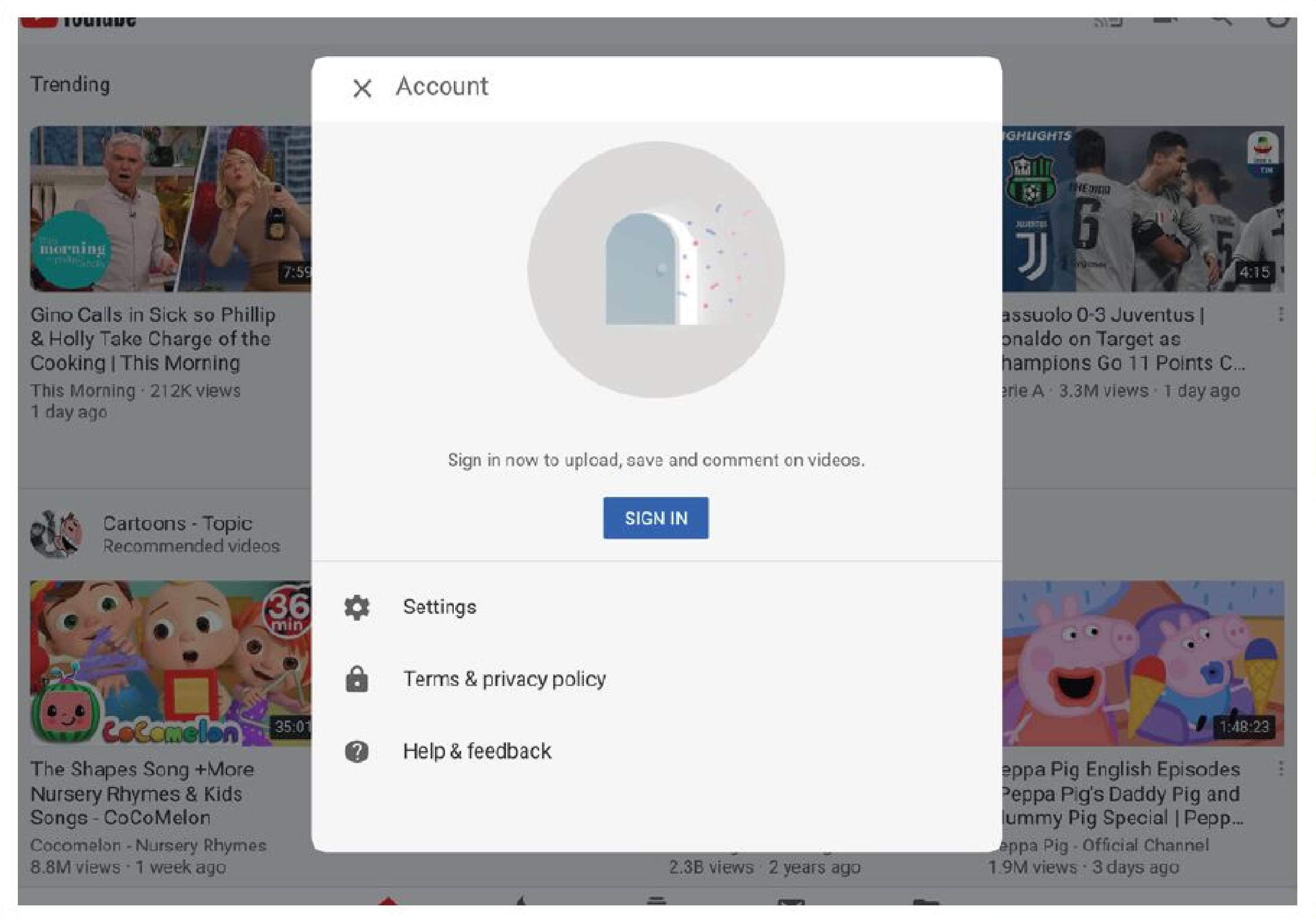
1 Adam Beyer @ HYTE Berlin - NYE 2017 (BE-AT.TV) by BE-AT.TV 2:00:37
2 Deborah De Luca @ Alltimeclubbing Bucharest (BE-AT.TV) by BE-AT.TV 2:03:42
3 Hot Since 82 @ Eastern Electrics 2017 (BE-AT.TV) by BE-AT.TV 1:57:01
4 Alan Fitzpatrick - BPM Festival Portugal 2017 (BE-AT.TV) by BE-AT.TV 1:28:29

Using the YouTube App

The YouTube app gives you access to great videos and shows on all sorts of subjects. It is the gateway to a huge and always expanding world of entertainment. Follow this guide and enjoy YouTube, wherever you are.

Step 1

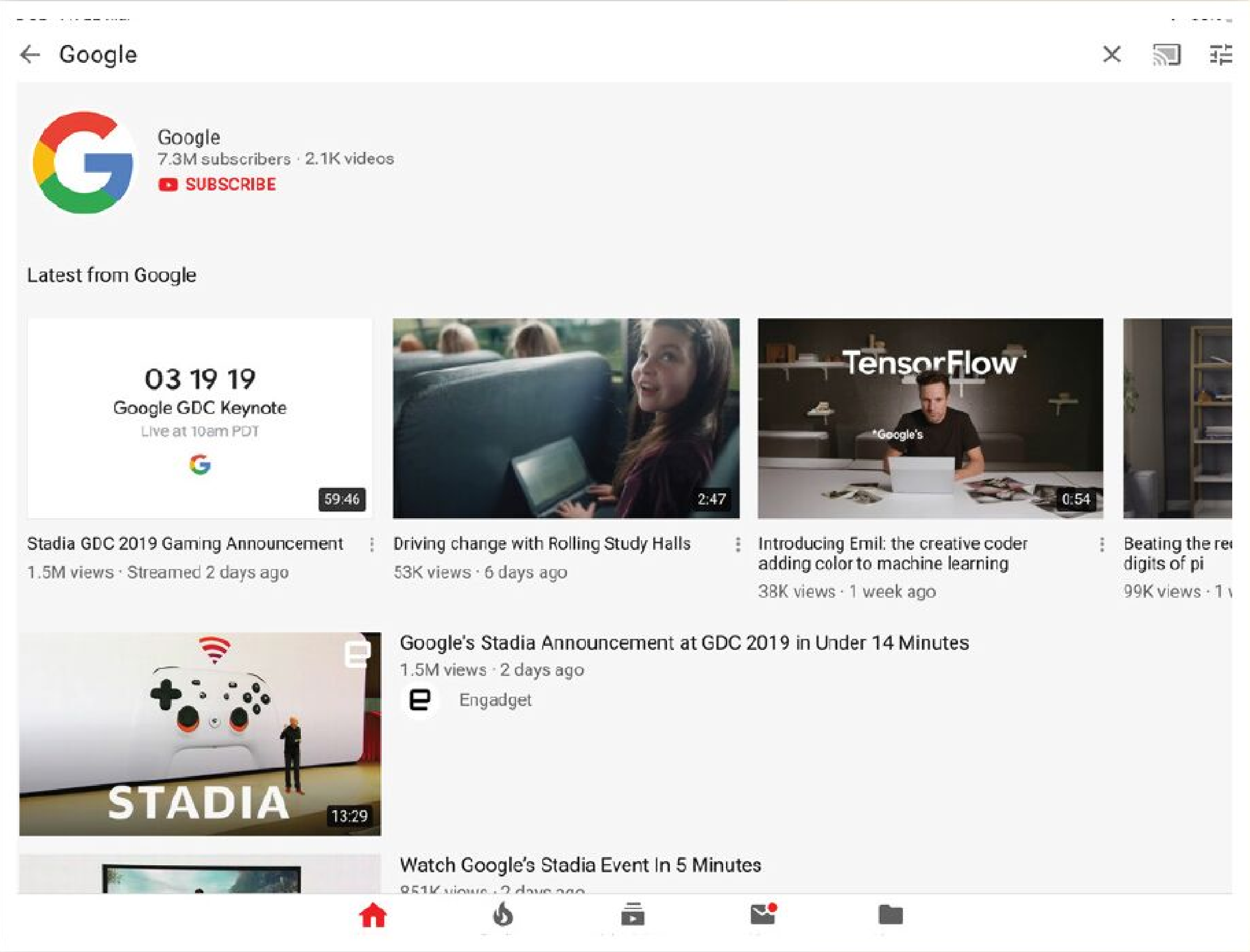
› Log in by tapping the Silhouette icon (top right corner). If you don't, you can set one up (tap Sign In then Add Account). It's a good idea to use YouTube while logged in, as this allows videos you might like to be offered as viewing suggestions.


Trending
Account
Gino Calls in Sick so Phillip & Holly Take Charge of the Cooking | This Morning
This Morning · 212K views · 1 day ago
Sassuolo 0-3 Juventus | Ronaldo on Target as Champions Go 11 Points C...
Serie A · 3.3M views · 1 day ago
Cartoons - Topic
Recommended videos
The Shapes Song +More Nursery Rhymes & Kids Songs - CoCoMelon
Cocomelon - Nursery Rhymes
8.8M views · 1 week ago
Peppa Pig English Episodes Peppa Pig's Daddy Pig and Yummy Pig Special | Pepp...
Peppa Pig - Official Channel
1.9M views · 3 days ago
SIGN IN
Settings
Terms & privacy policy
Help & feedback

Sign in now to upload, save and comment on videos.

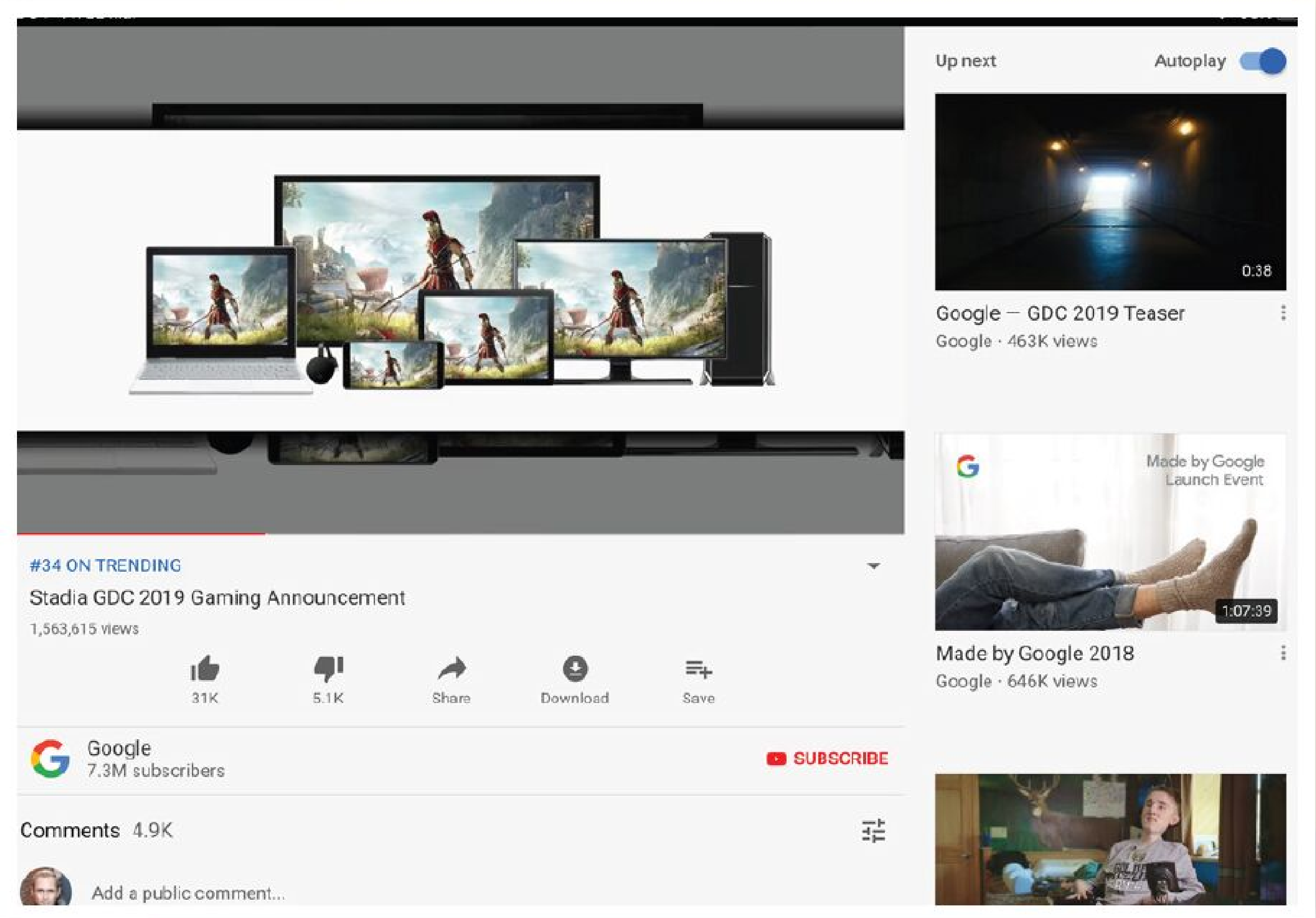
Step 2

› You can search for a subject or channel using the Magnifying glass icon. You're then presented with a list of relevant videos, showing how many views they've had, their length and their uploader. Their length, in minutes, is shown in the screenshot.


Google
Google
7.3M subscribers · 2.1K videos
SUBSCRIBE
Latest from Google
03 19 19
Google GDC Keynote
Live at 10am PDT
59:46
Stadia GDC 2019 Gaming Announcement
1.5M views · Streamed 2 days ago
2:47
Driving change with Rolling Study Halls
53K views · 6 days ago
TensorFlow
6:54
Introducing Emil: the creative coder adding color to machine learning
38K views · 1 week ago
Beating the re... digits of pi
99K views
STADIA
13:29
Google's Stadia Announcement at GDC 2019 in Under 14 Minutes
1.5M views · 2 days ago
Engadget
Watch Google's Stadia Event In 5 Minutes

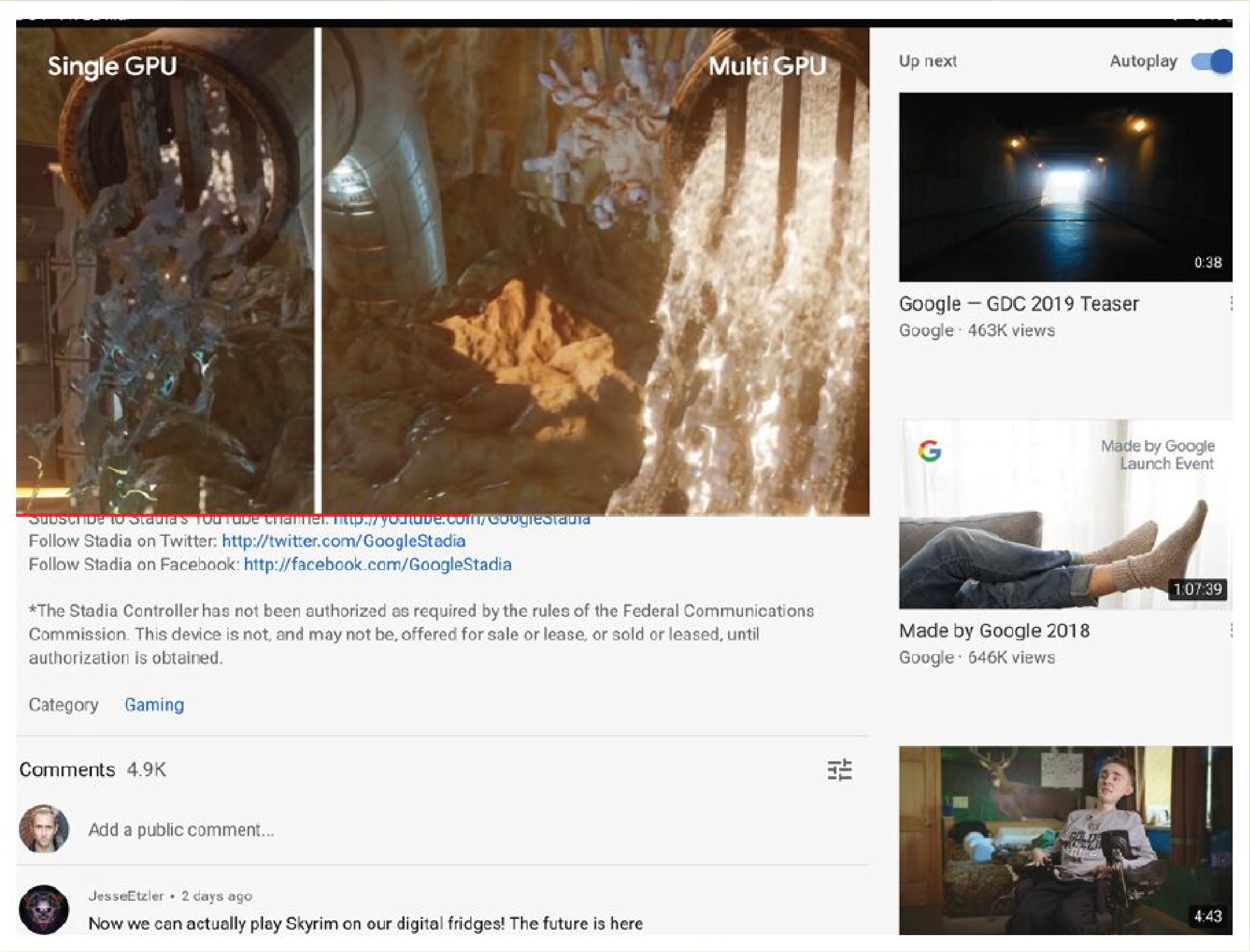
Step 3

› Tap on a video to open it. You might have to watch a short advert first. While watching, you can use the Thumbs icons to like or dislike it, the Share icon to share it or you can save it to your Watch Later list for viewing later. Similar videos are listed below it.


Up next
Autoplay
0:38
Google — GDC 2019 Teaser
Google · 463K views
Made by Google Launch Event
1:07:39
Made by Google 2018
Google · 646K views
#34 ON TRENDING
Stadia GDC 2019 Gaming Announcement
1,563,615 views
31K
5.1K
Share
Download
Save
Google
7.3M subscribers
SUBSCRIBE
Comments 4.9K
Add a public comment...

Step 4

› Two more controls are worth a mention. The small triangle below the right corner of the video can be tapped to reveal or conceal further information and links and you can tap the Subscribe button to be informed whenever the YouTuber posts a new video.


Single GPU
Multi GPU
Up next
Autoplay
0:38
Google — GDC 2019 Teaser
Google · 463K views
Made by Google Launch Event
1:07:39
Made by Google 2018
Google · 646K views
4:43
Category
Gaming
Comments 4.9K
Add a public comment...

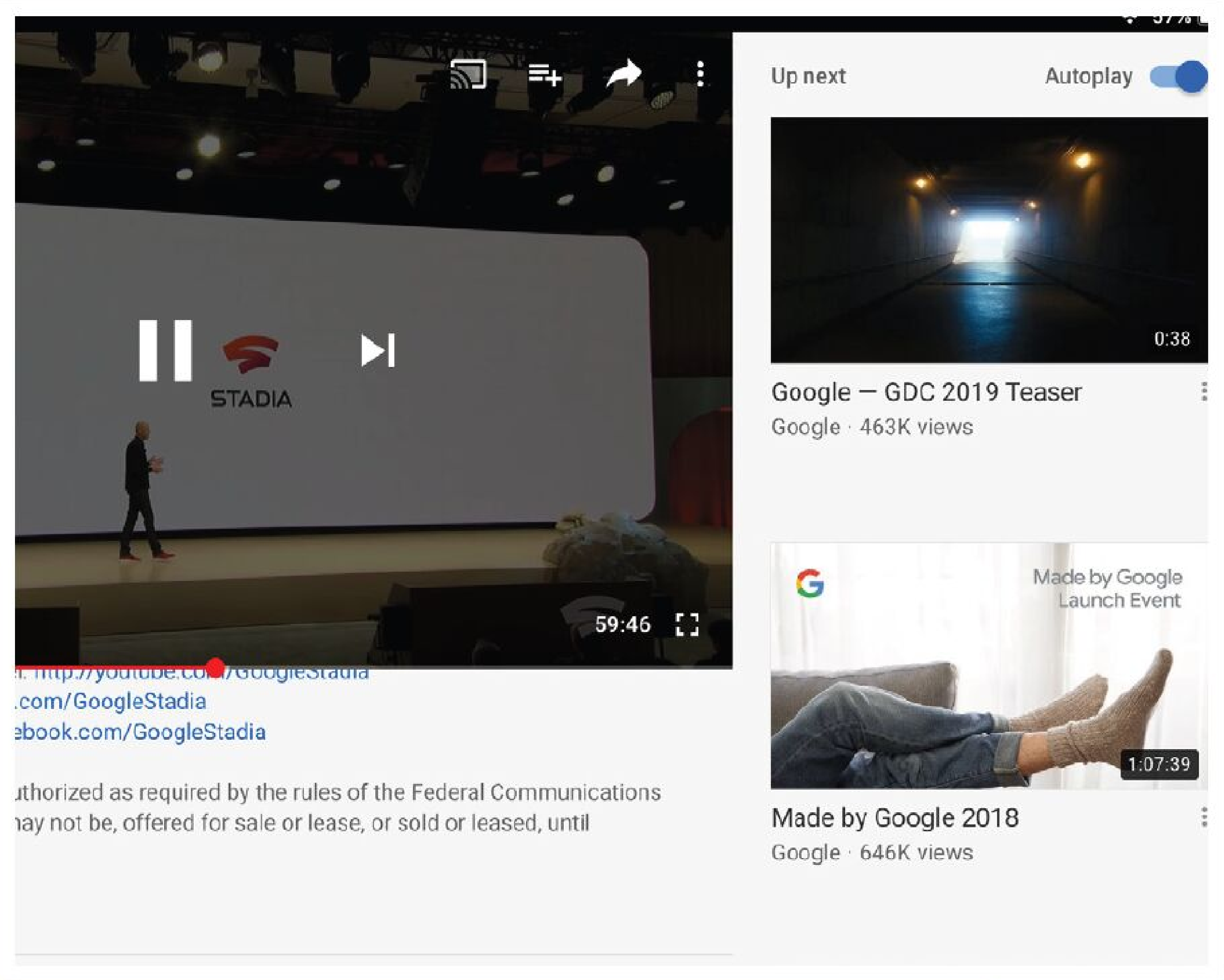
Follow Stadia on Twitter: http://twitter.com/GoogleStadia
Follow Stadia on Facebook: http://facebook.com/GoogleStadia

*The Stadia Controller has not been authorized as required by the rules of the Federal Communications Commission. This device is not, and may not be, offered for sale or lease, or sold or leased, until authorization is obtained.

JesseEtzler • 2 days ago
Now we can actually play Skyrim on our digital fridges! The future is here

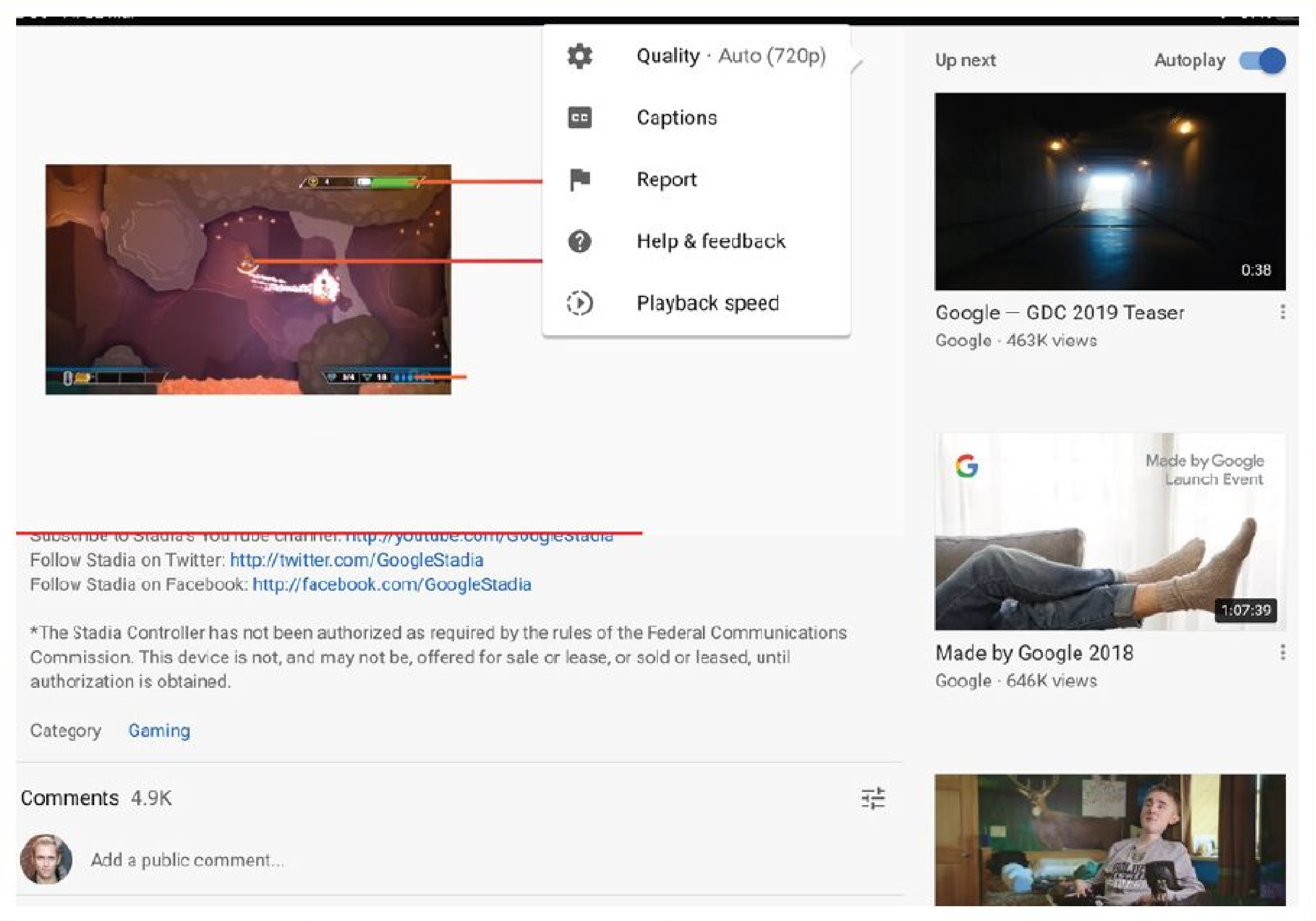
Step 5

› Tap the video as it plays and you get these controls. In the centre, there's the Pause/Play icon and either side are the controls to skip to the next video or restart. Scrub through the video using the red dot, or make it full screen with the icon in the bottom right.


STADIA
59:46
Up next
Autoplay
0:38
Google — GDC 2019 Teaser
Google · 463K views
Made by Google
Launch Event
1:07:39
Made by Google 2018
Google · 646K views

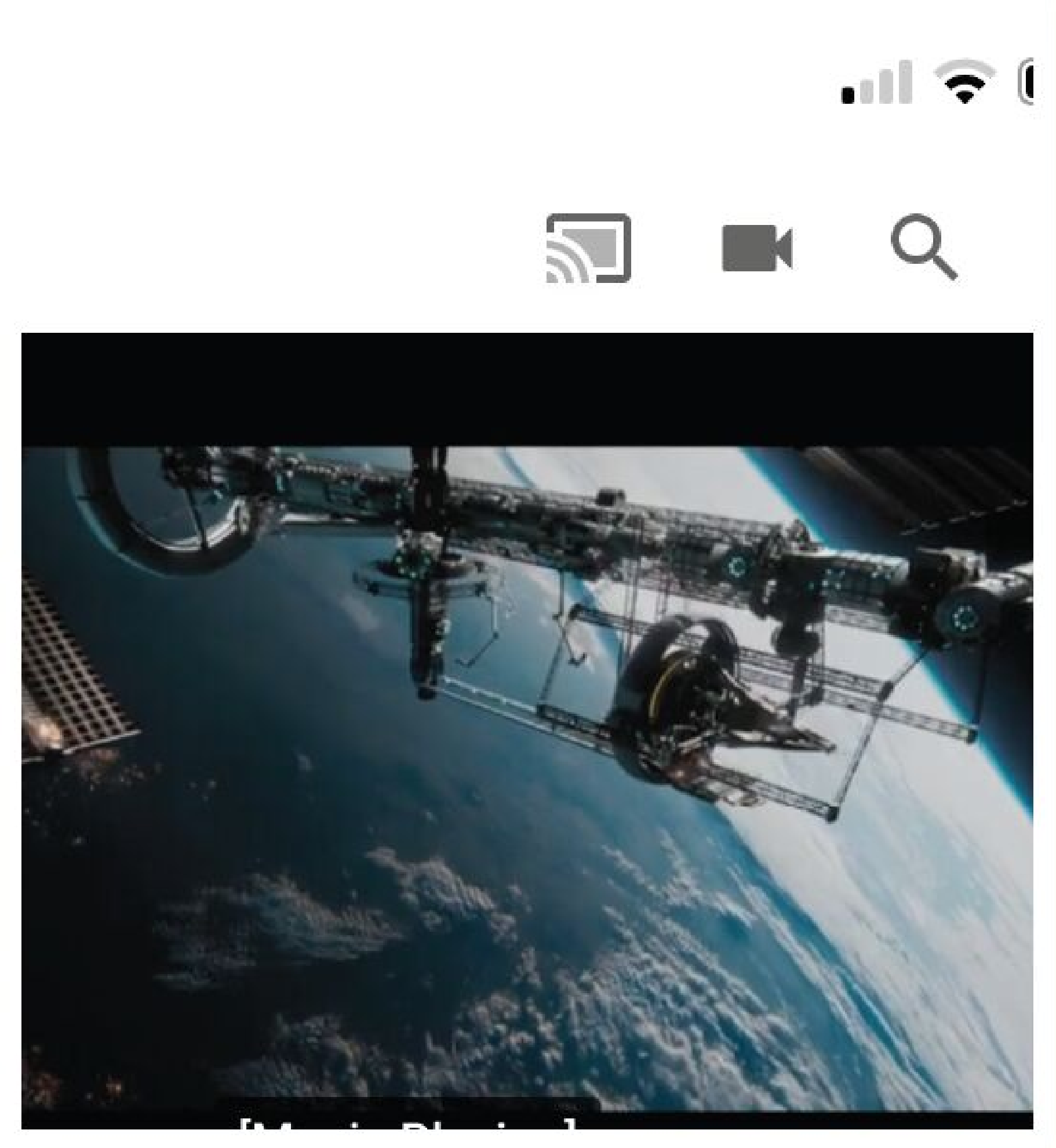
Step 6

› The Three-dots icon, in the top right, gives access to further options, such as: reporting the video, adding captions or changing the resolution. Tap the video at the top of the screen, anywhere there's no icons, to hide the controls and go back to viewing.


Quality · Auto (720p)
Captions
Report
Help & feedback
Playback speed
Up next
Autoplay
0:38
Google — GDC 2019 Teaser
Google · 463K views
Made by Google
Launch Event
1:07:39
Made by Google 2018
Google · 646K views
Category Gaming
Comments 4.9K
Add a public comment...

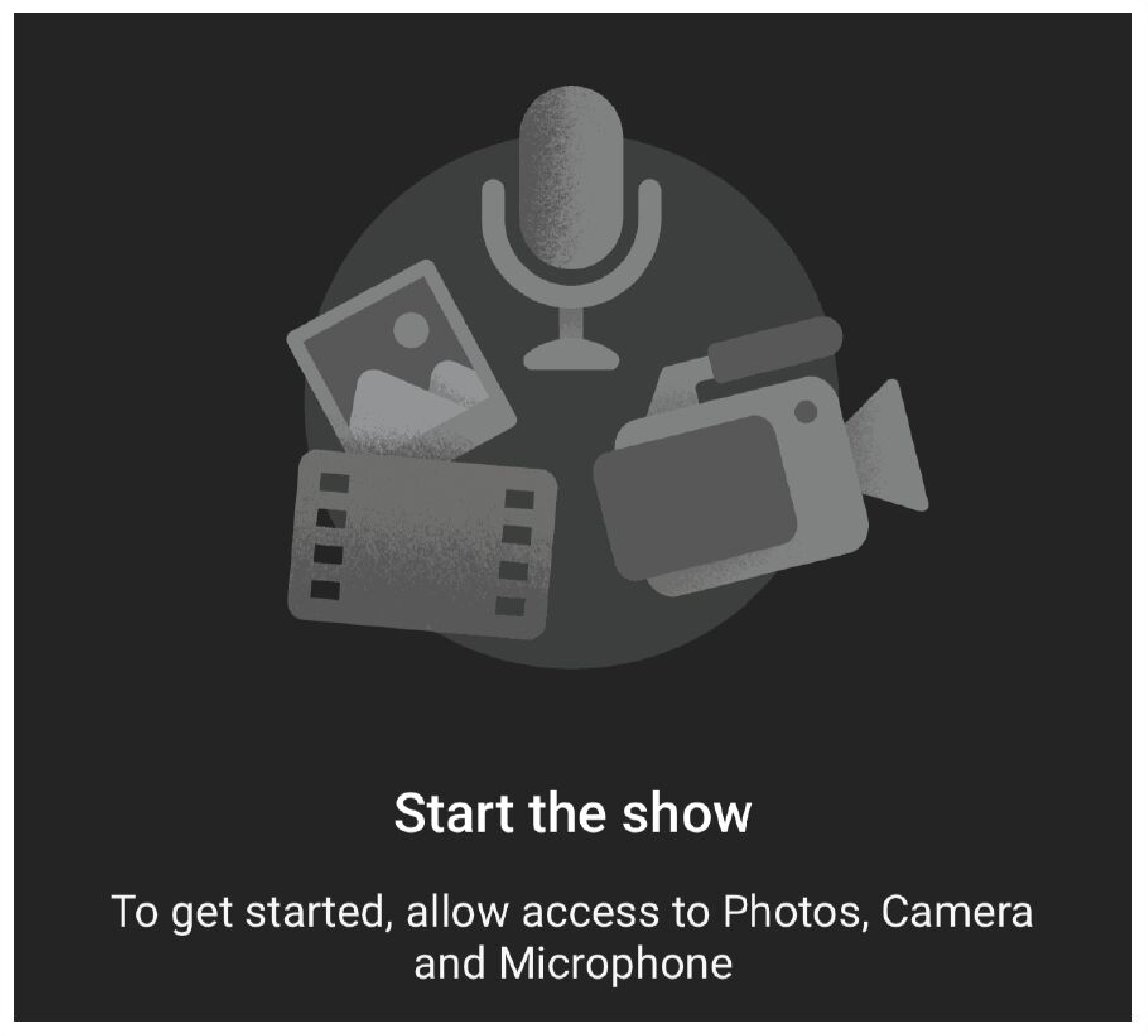
Step 7

› Notice the rectangular icon with the Wi-Fi icon within it. Tap this icon to stream YouTube from your tablet to a TV, using Chromecast or Airplay. Simply select the device you wish to cast to from the list and your video will instantly play on that device.



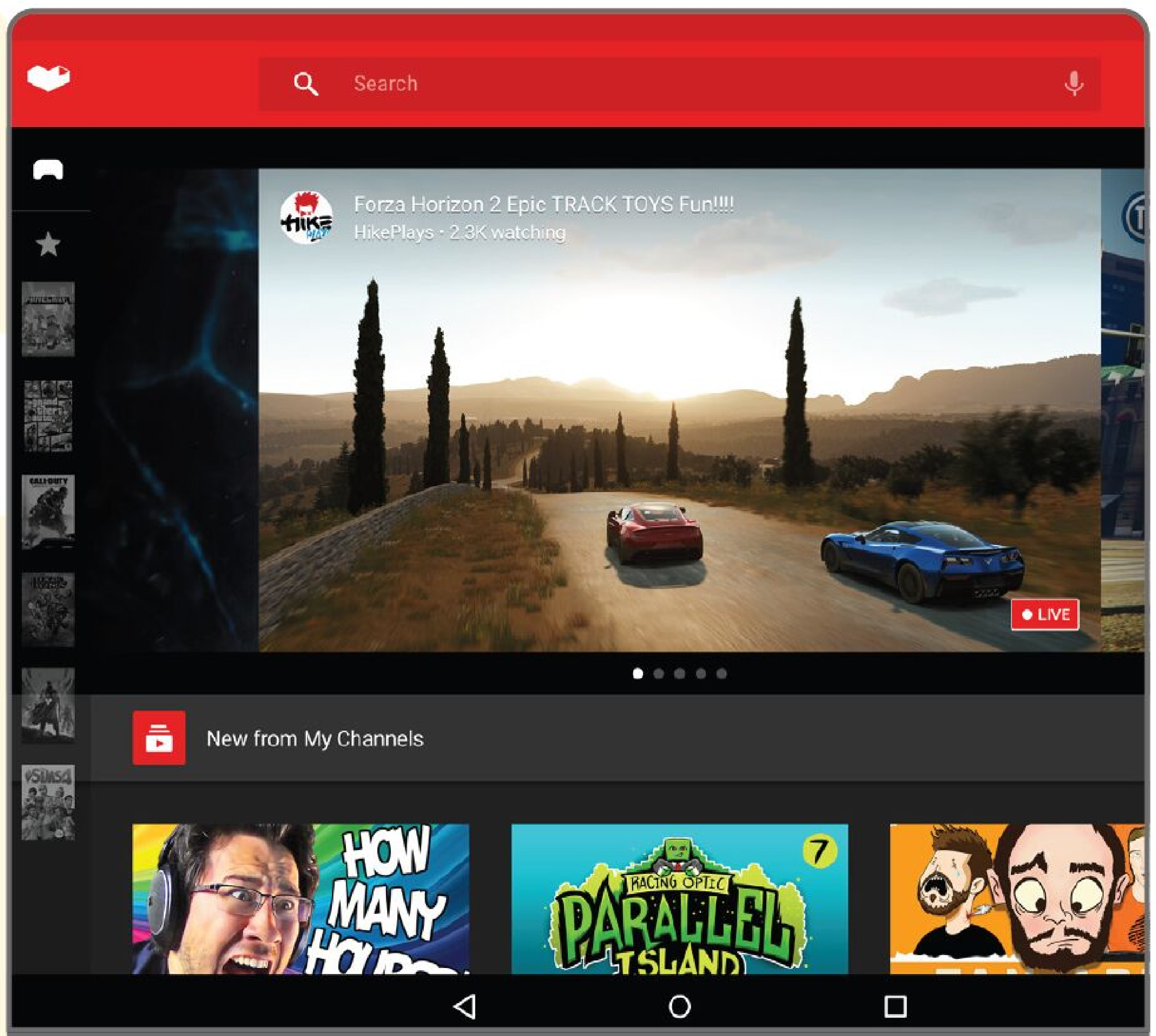
Step 8

› The YouTube app also features the ability to "Go Live" with your content. This is available directly through your device if you have a camera and microphone attached or built in. To start your live stream click the camera icon and select "Go Live" to share your stream with the world. Once complete your stream will be save to your YouTube video uploads.



Start the show

To get started, allow access to Photos, Camera and Microphone


Search
Forza Horizon 2 Epic TRACK TOYS Fun!!!!
HikePlays · 2.3K watching
LIVE
New from My Channels
HOW MANY
PARALLEL ISLAND

YouTube Kids/Gaming

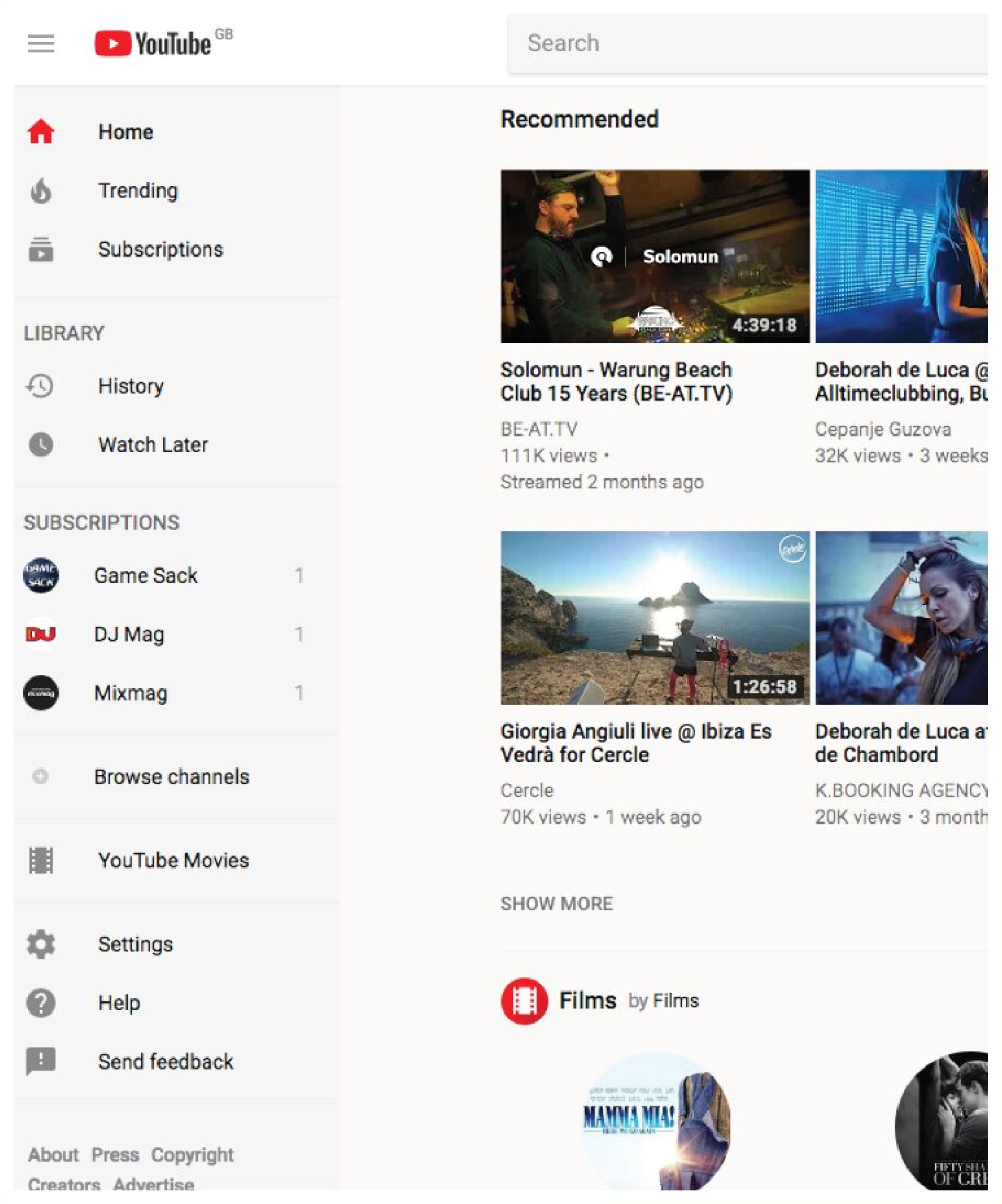
Google have two more content focused applications that sit alongside their original YouTube app, YouTube Kids and YouTube Gaming. Each of these apps, which require separate downloads, follow the same basic build as the original, albeit the content is locked to the respective app. For example YouTube kids features only child friendly videos and content and all search results will remain within these confines. Thus enabling users/ parents and guardians to control of the content viewed.

Uploading Videos to YouTube

It may sometimes seem like the whole world is uploading videos to YouTube, from the random ramblings of retro gamers to budding musicians. If you want to add your own voice to the varied world of YouTube, here's how to get started.

Step 1

› Sign in to your YouTube account if you haven't already done so. At the top right of the screen, wherever you are in YouTube, you will see an Upload arrow button. Click this to get started.


YouTube GB
Search
Home
Trending
Subscriptions
LIBRARY
History
Watch Later
SUBSCRIPTIONS
Game Sack 1
DJ Mag 1
Mixmag 1
Browse channels
YouTube Movies
Settings
Help
Send feedback
About Press Copyright
Creators Advertise
Recommended
Solomun
4:39:18
Solomun - Warung Beach Club 15 Years (BE-AT.TV)
BE-AT.TV
111K views •
Streamed 2 months ago
Deborah de Luca @ Altimeclubbing, Bu
Cepanje Guzova
32K views • 3 weeks
1:26:58
Giorgia Angiuli live @ Ibiza Es Vedrà for Cercle
Cercle
70K views • 1 week ago
Deborah de Luca a de Chambord
K.BOOKING AGENCY
20K views • 3 month
SHOW MORE
Films by Films
MAMMA MIA!

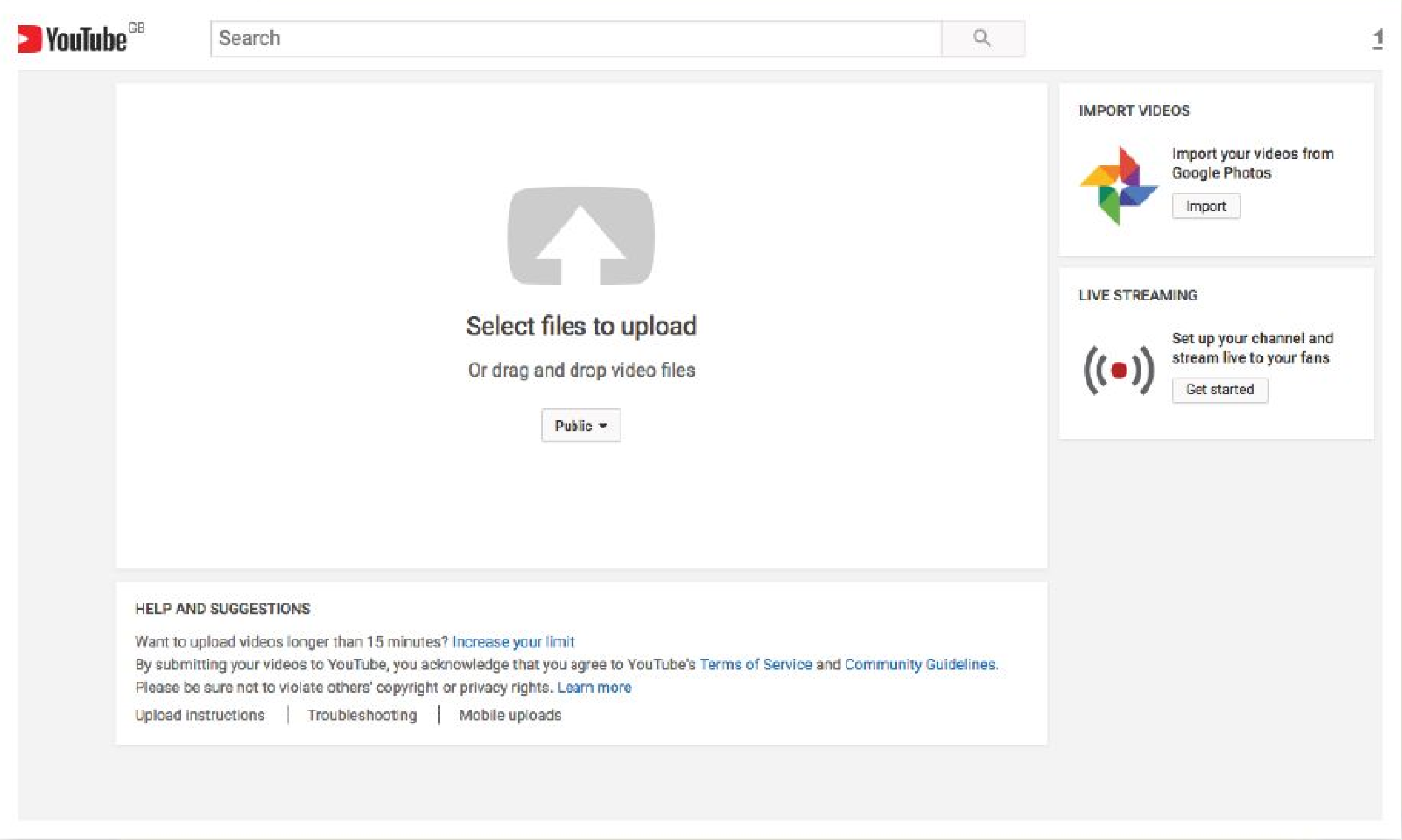
Video Formats

Not sure which format to save your video? If you receive an "invalid file format" error message when you're uploading, make sure that you're using one of the following formats:

.MOV, .MPEG4, .AVI, .WMV, .MPEGPS, .FLV, 3GPP or WebM

Step 2

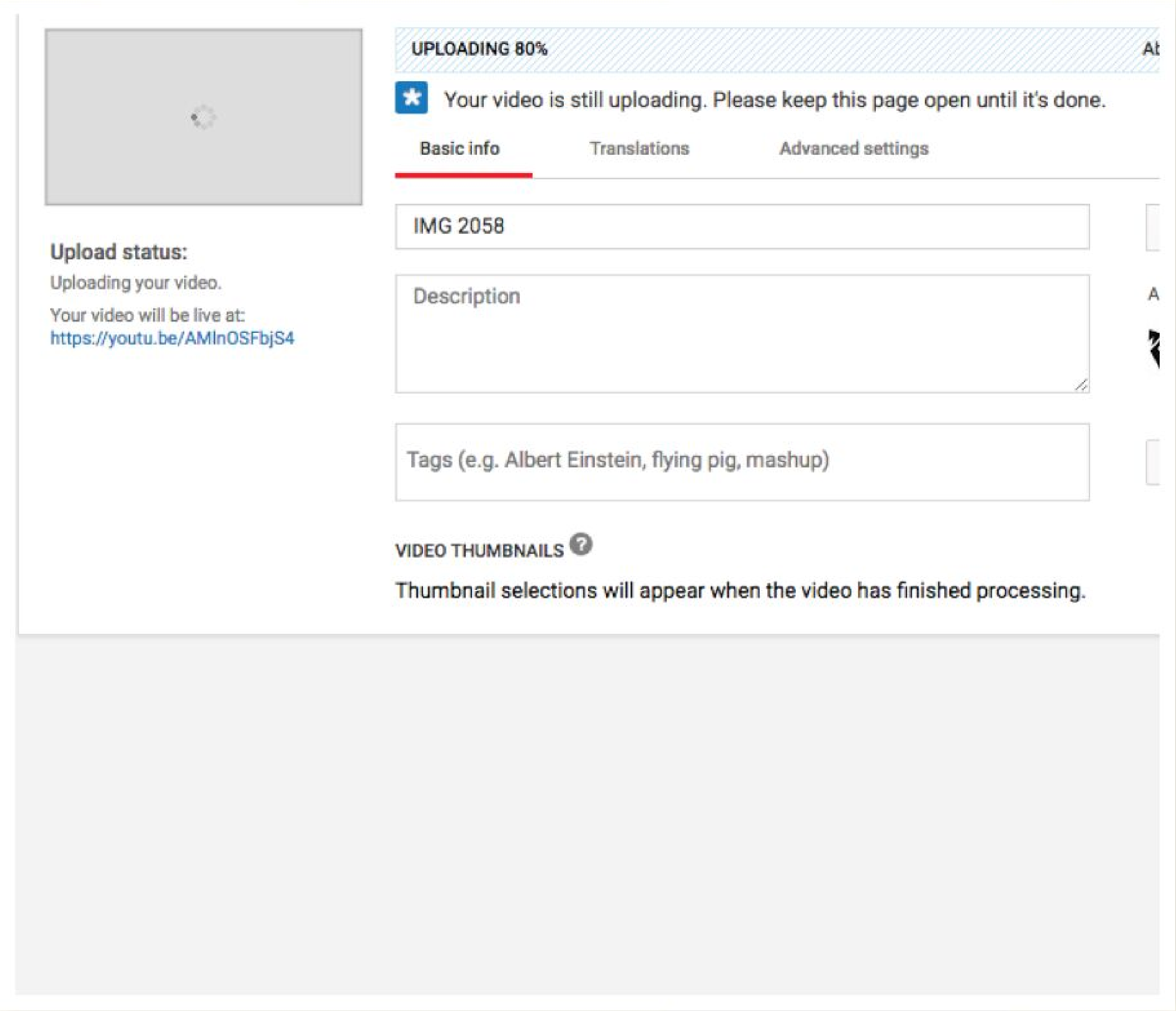
› Click anywhere in the upload window on the next screen to start browsing for your videos. Alternatively, you can drag videos onto the browser window from any open folder on your computer.


YouTube GB
Search
Select files to upload
Or drag and drop video files
Public
IMPORT VIDEOS
Import your videos from Google Photos
Import
LIVE STREAMING
Set up your channel and stream live to your fans
Get started
HELP AND SUGGESTIONS
Upload instructions | Troubleshooting | Mobile uploads

Want to upload videos longer than 15 minutes? Increase your limit
By submitting your videos to YouTube, you acknowledge that you agree to YouTube's Terms of Service and Community Guidelines.
Please be sure not to violate others' copyright or privacy rights. Learn more

Step 3

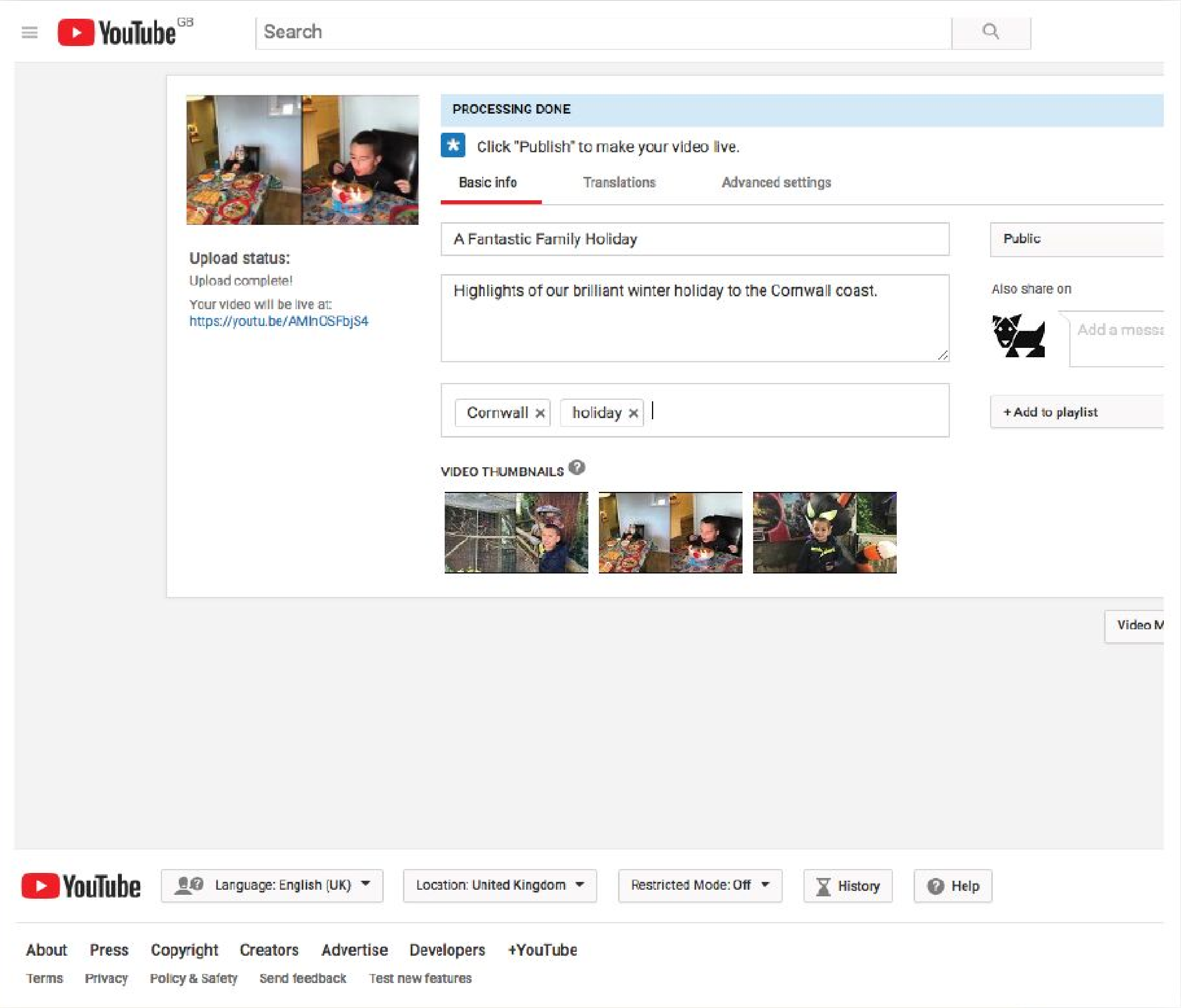
› Once you have added a video to the upload window, using either method, a new page will automatically open. If the video file has a title, it will automatically be entered in the title box.


Basic info
Translations
Advanced settings
Description
Tags (e.g. Albert Einstein, flying pig, mashup)
VIDEO THUMBNAILS

UPLOADING 80%
Your video is still uploading. Please keep this page open until it's done.
Upload status:
Uploading your video.
Your video will be live at:
https://youtu.be/AMlnOSFbjS4
IMG 2058
Thumbnail selections will appear when the video has finished processing.

Step 4

› Fill out the rest of the information, including the description and the tags, as these help make it easier for the video to be found by searchers. If you wish, you can alter the privacy settings so only certain people can find it.


YouTube GB
Search
Basic info
Translations
Advanced settings
VIDEO THUMBNAILS
Also share on
Add a messa
+ Add to playlist
Video M
Language: English (UK)
Location: United Kingdom
Restricted Mode: Off
History
Help
About
Press
Copyright
Creators
Advertise
Developers
+YouTube
Terms
Privacy
Policy & Safety
Send feedback
Test new features

PROCESSING DONE

Click "Publish" to make your video live.

Upload status:
Upload complete!
Your video will be live at:
https://youtu.be/AMlnOSFbjS4

A Fantastic Family Holiday

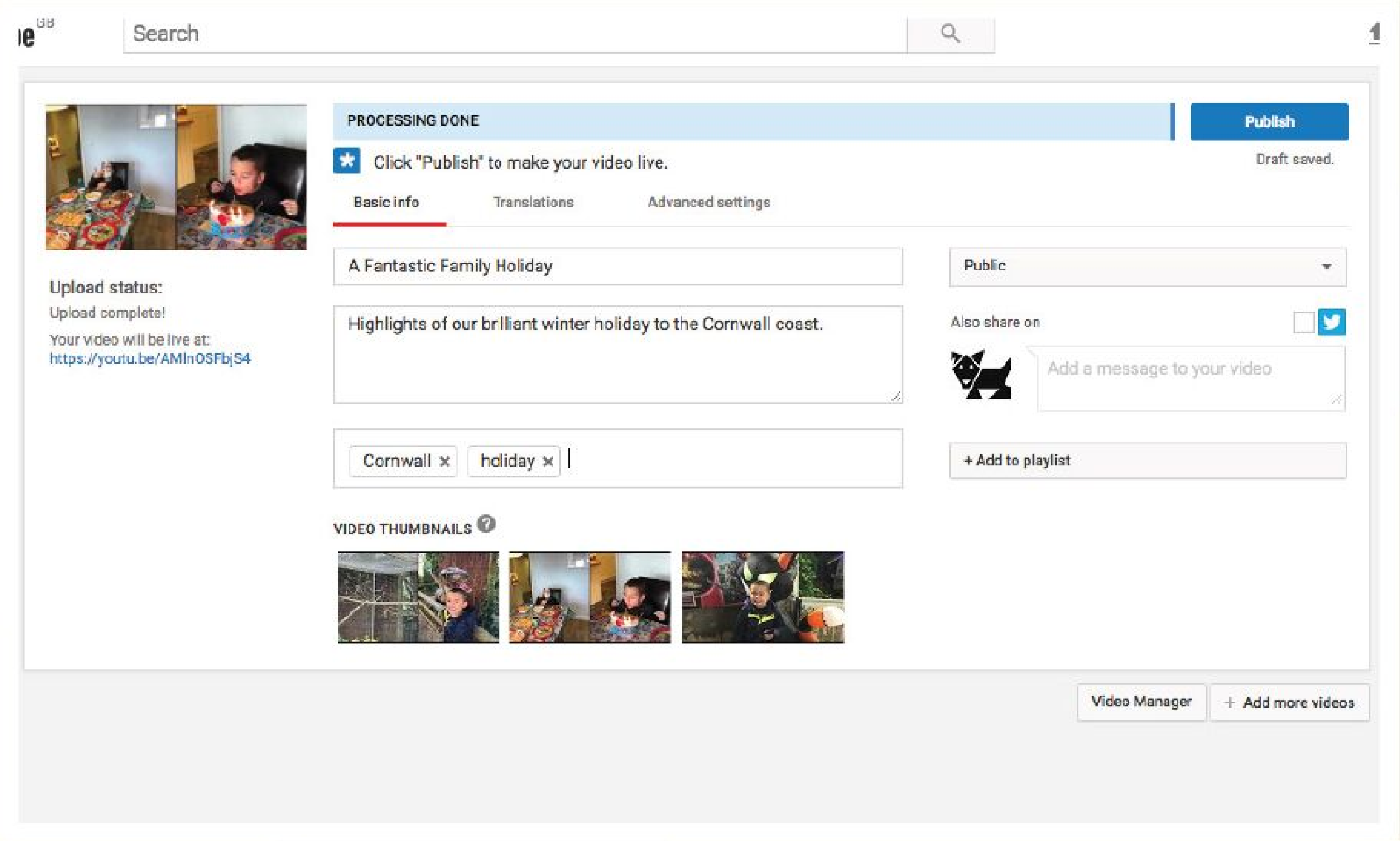
Highlights of our brilliant winter holiday to the Cornwall coast.

Cornwall × holiday ×

Public

Step 5

› When the video has finished processing, several thumbnails will automatically be grabbed from it and displayed. Click on the one you want to use as the display thumbnail on YouTube: select the one that you feel sums up your video clip the best.


Search
Publish
Basic info
Translations
Advanced settings
VIDEO THUMBNAILS
Also share on
Add a message to your video
+ Add to playlist
Video Manager
+ Add more videos

PROCESSING DONE

Click "Publish" to make your video live.

Draft saved.

Upload status:
Upload complete!
Your video will be live at:
https://youtu.be/AMlnOSFbjS4

A Fantastic Family Holiday

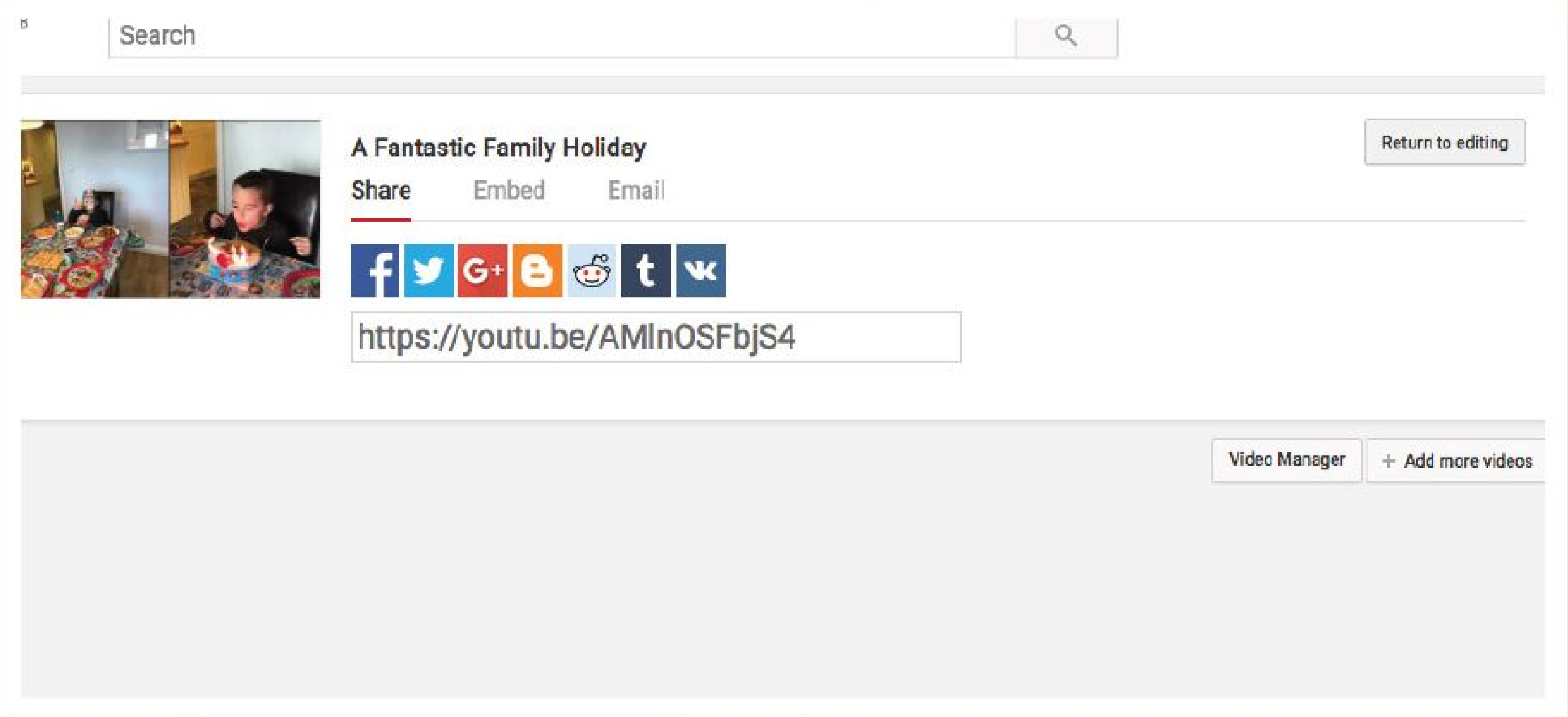
Highlights of our brilliant winter holiday to the Cornwall coast.

Cornwall × holiday ×

Public

Step 6

› If the uploader detects that the video is shaky, as it is being processed, you can choose to stabilise it. A progress bar will show when the video is uploaded to the site.

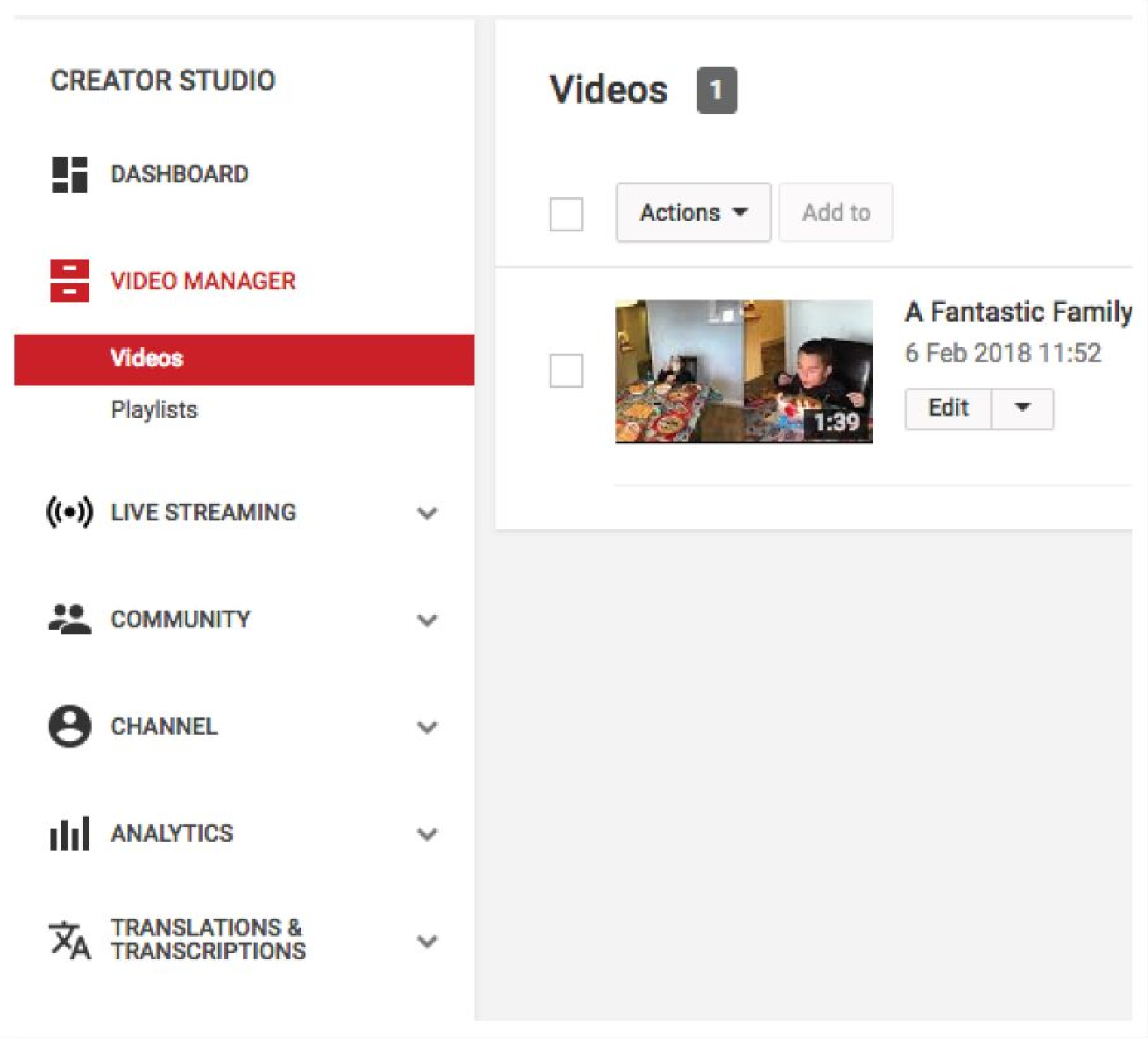

Search
Return to editing
Share
Embed
Email
Video Manager
+ Add more videos

A Fantastic Family Holiday

https://youtu.be/AMlnOSFbjS4

Step 7

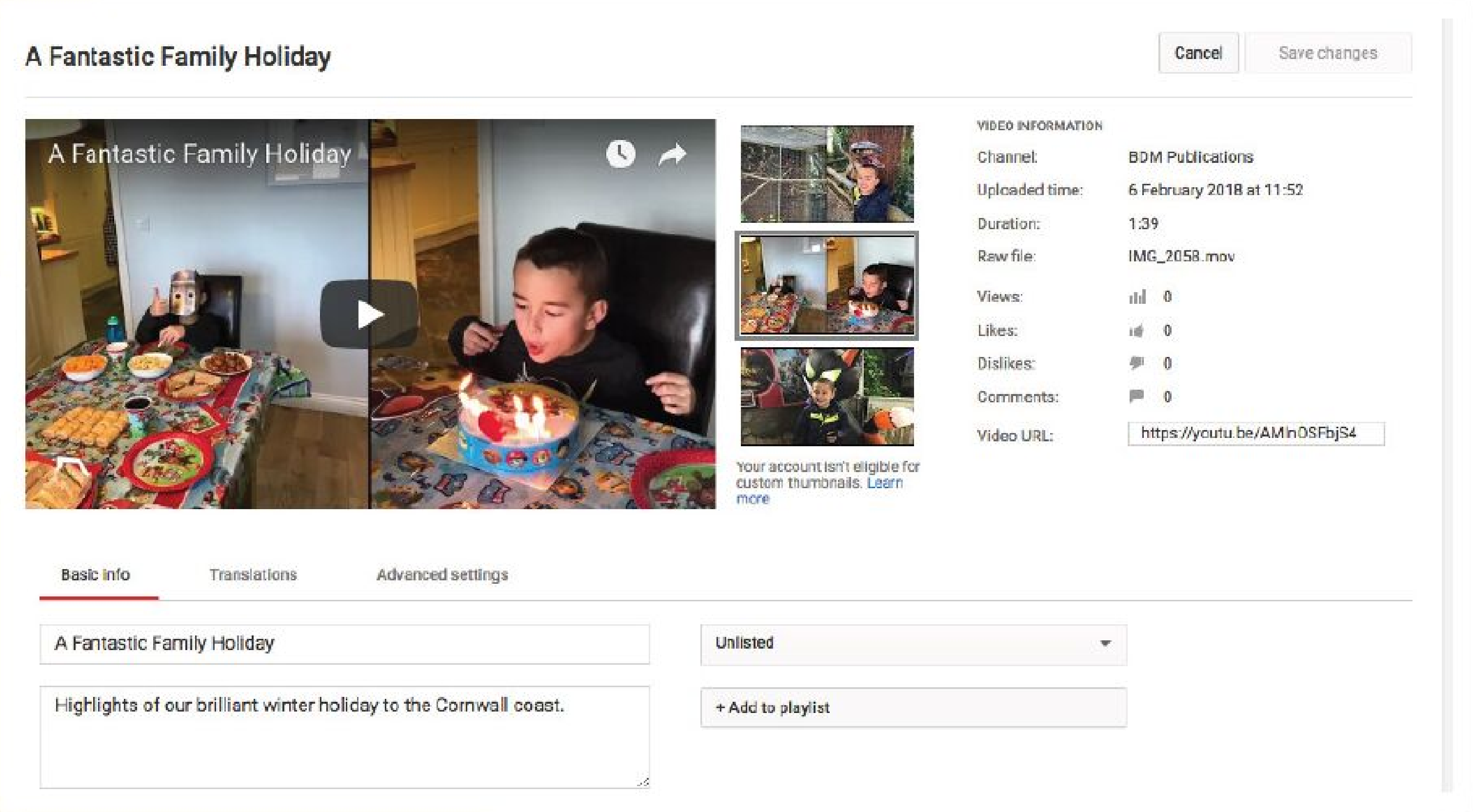
› To check your video has been added to your account, navigate back to the main YouTube page and click on your name in the left-hand column. All of your uploaded videos will be displayed there.


CREATOR STUDIO
DASHBOARD
VIDEO MANAGER
Videos
Playlists
LIVE STREAMING
COMMUNITY
CHANNEL
ANALYTICS
TRANSLATIONS & TRANSCRIPTIONS
Videos 1
Actions
Add to
1:39
Edit

A Fantastic Family
6 Feb 2018 11:52

Step 8

› Click the Video Manager button to quickly see and manage all of your uploaded videos. Here you can check the number of views, likes and dislikes, as well as being able to share or delete videos.


Cancel
Save changes
Basic info
Translations
Advanced settings
+ Add to playlist

A Fantastic Family Holiday

Your account isn't eligible for custom thumbnails. Learn more

VIDEO INFORMATION
Channel: BDM Publications
Uploaded time: 6 February 2018 at 11:52
Duration: 1:39
Raw file: IMG_2058.mov
Views: 0
Likes: 0
Dislikes: 0
Comments: 0
Video URL: https://youtu.be/AMlnOSFbjS4

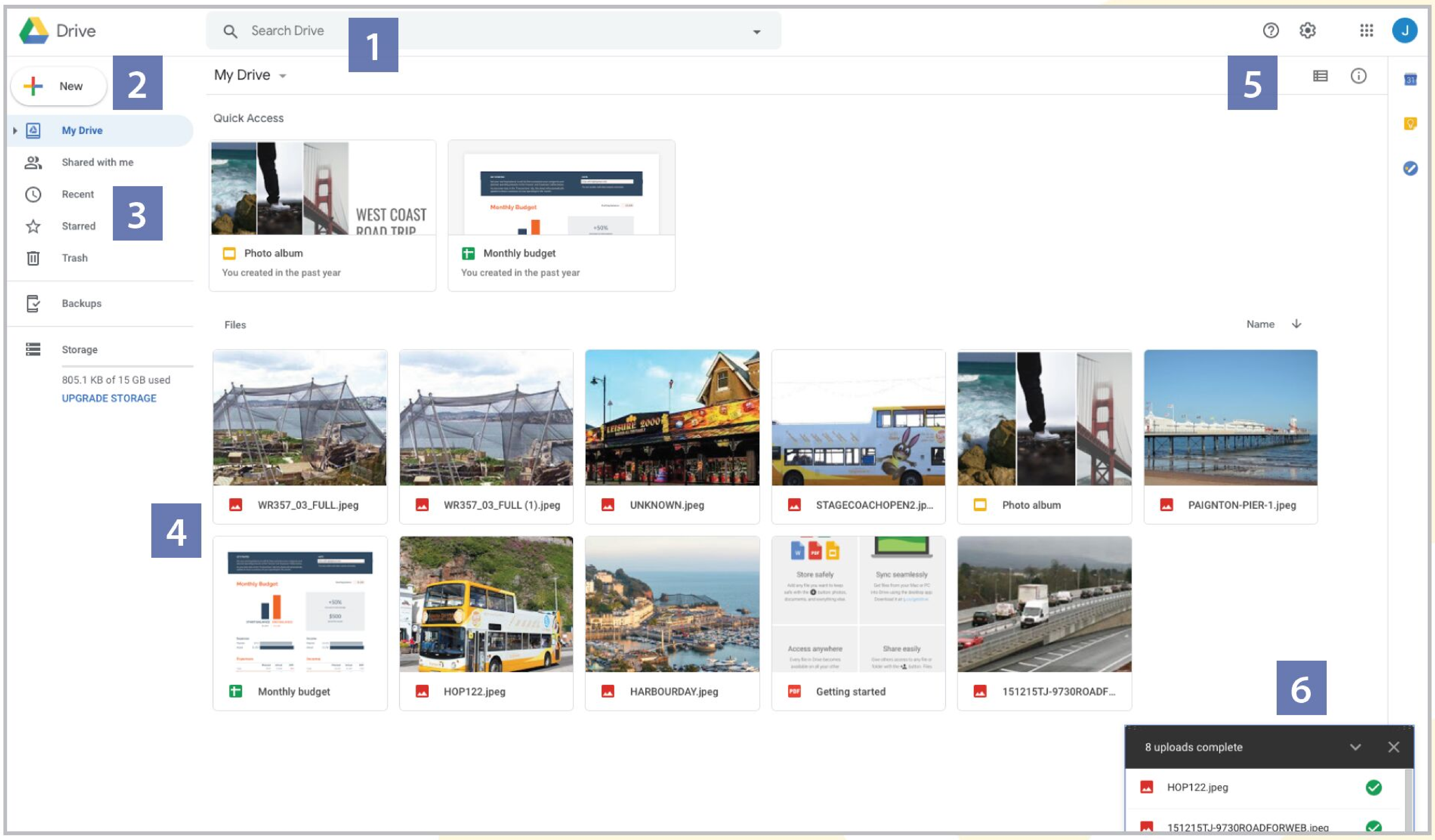
A Fantastic Family Holiday

Highlights of our brilliant winter holiday to the Cornwall coast.

Unlisted

How to Use Google Drive

Google Drive is a free storage service which allows you to store images, folders and documents in the Cloud. These files and documents can then be accessed from any tablet, phone or computer via the Google Drive software. Not only is this a great way to free up space on your devices, it also lets you access your files from almost anywhere.


Drive
Search Drive
1
New
2
My Drive
My Drive
Shared with me
Recent
Starred
3
Trash
Backups
Storage
805.1 KB of 15 GB used
UPGRADE STORAGE
Quick Access
WEST COAST ROAD TRIP
Photo album
You created in the past year
Monthly budget
You created in the past year
5
Files
Name
4
WR357_03_FULL.jpeg
WR357_03_FULL (1).jpeg
UNKNOWN.jpeg
STAGECOACHOPEN2.jp...
Photo album
PAIGNTON-PIER-1.jpeg
Monthly budget
HOP122.jpeg
HARBOURDAY.jpeg
Getting started
151215TJ-9730ROADF...
6
8 uploads complete
HOP122.jpeg
151215TJ-9730ROADFORWEB.jpeg

1 Search

› You can search Google Drive in the same way that you can search Gmail or one of the other Google products.

2 New

› Click the New button to open a new document, spreadsheet, presentation, form or drawing.

3 Folders

› Your preset Google Drive folders are shown here, along with any that you have created. Click More to see Labels.

4 Current Folder

› The contents of the currently selected folder are shown here. You can change how items are displayed (List or Grid).

5 Display Controls

› Change how items in your folders are displayed and how they are sorted. The gear icon lets you access the G Drive settings.

6 Upload List

› When you upload multiple items to Google Drive, the Upload box appears, to show you the progress of each item.

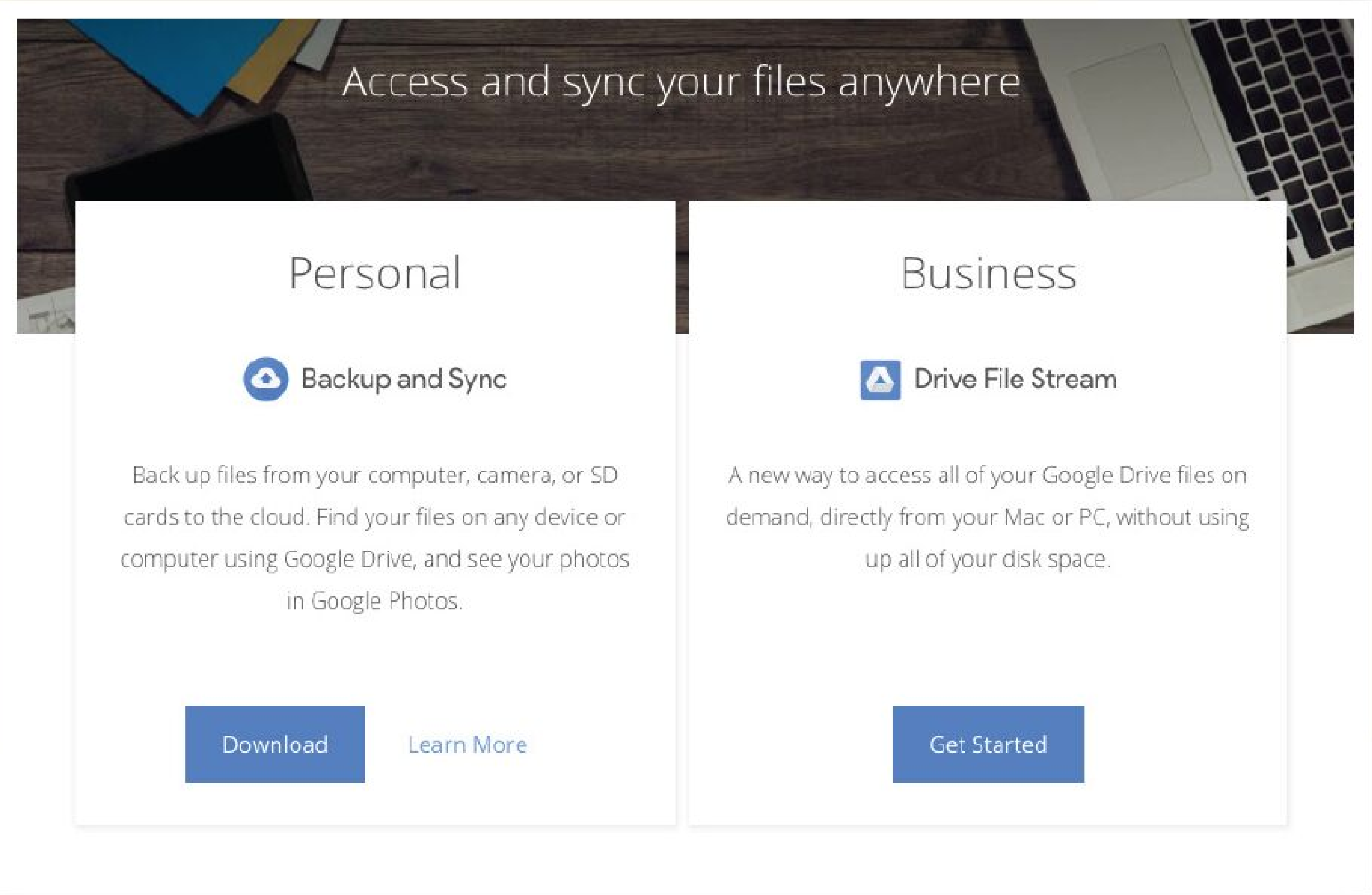
Free Google Storage

Google Drive, Google+ Photos and Gmail give you storage space for nothing so you can keep your files, emails and photos accessible from any device, anywhere. If you reach the free storage limit, everything in Google Drive, Google+ Photos, and Gmail will still be accessible but you won't be able to create or add anything new. You'll still be able to create Google Docs, since they don't take up any storage space. For G+ Photos, you will only be able to upload new photos and videos under certain size limits.

Installing Backup and Sync – PC/Mac

Step 1

❱ The first thing you need to do is check your Google Drive access status. You can do this at drive.google.com/start. If you have access, you will see a blue Download button.



Access and sync your files anywhere

Personal

Backup and Sync

Back up files from your computer, camera, or SD cards to the cloud. Find your files on any device or computer using Google Drive, and see your photos in Google Photos.

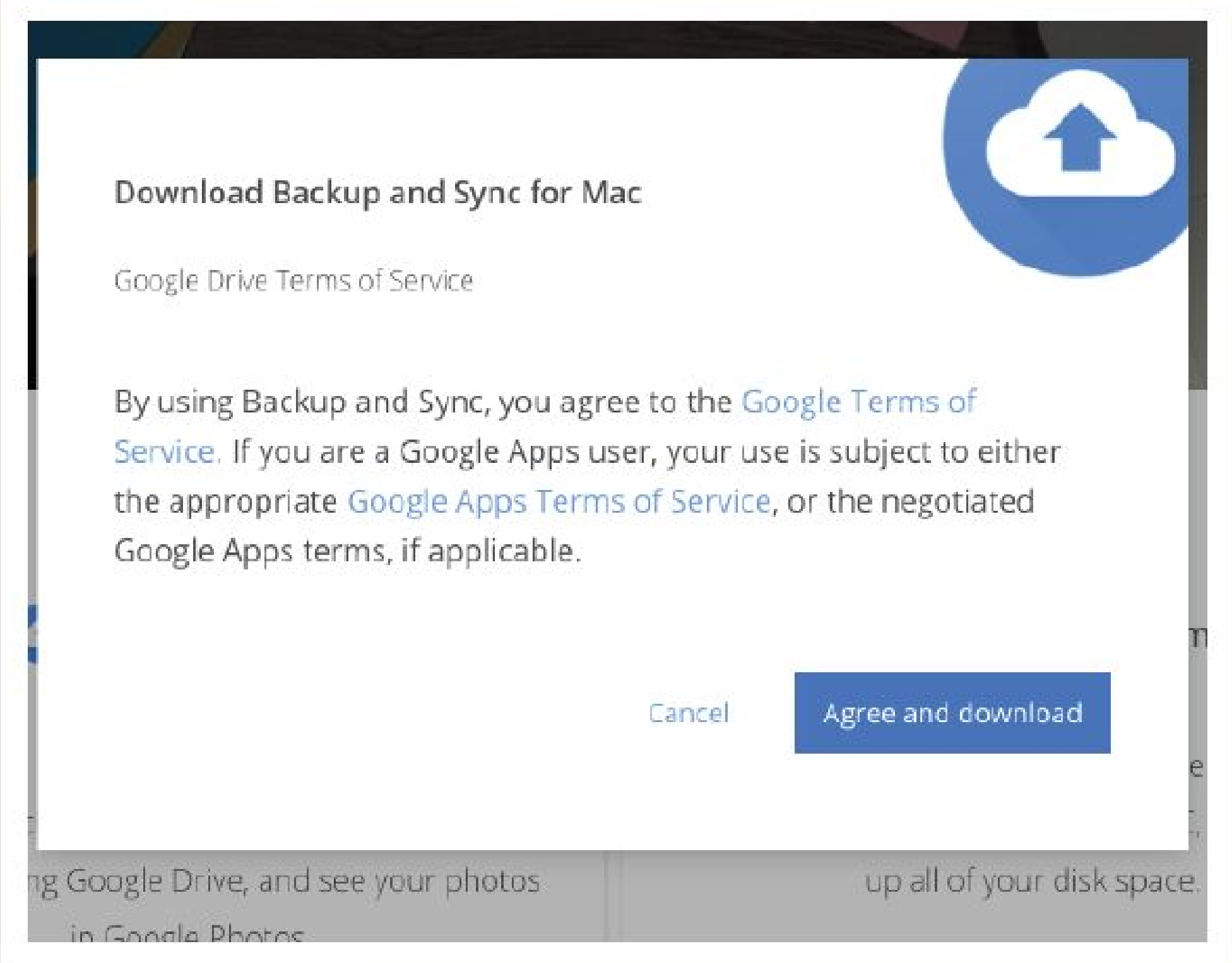
Business

Drive File Stream

A new way to access all of your Google Drive files on demand, directly from your Mac or PC, without using up all of your disk space.

Step 2

❱ Click on the Download button and when asked to, Agree to the Google Terms of Service. You must do this before you start the download.



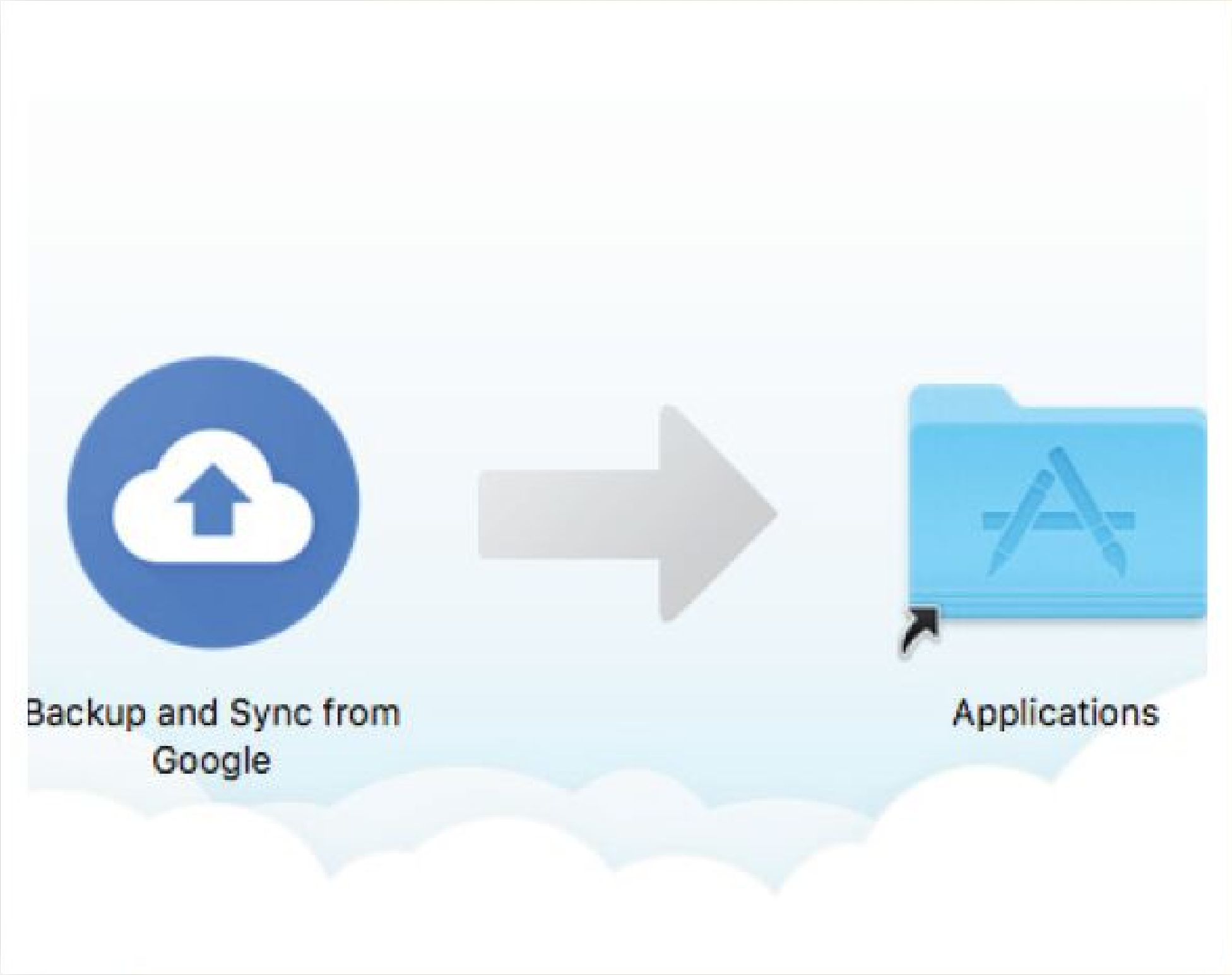
Download Backup and Sync for Mac

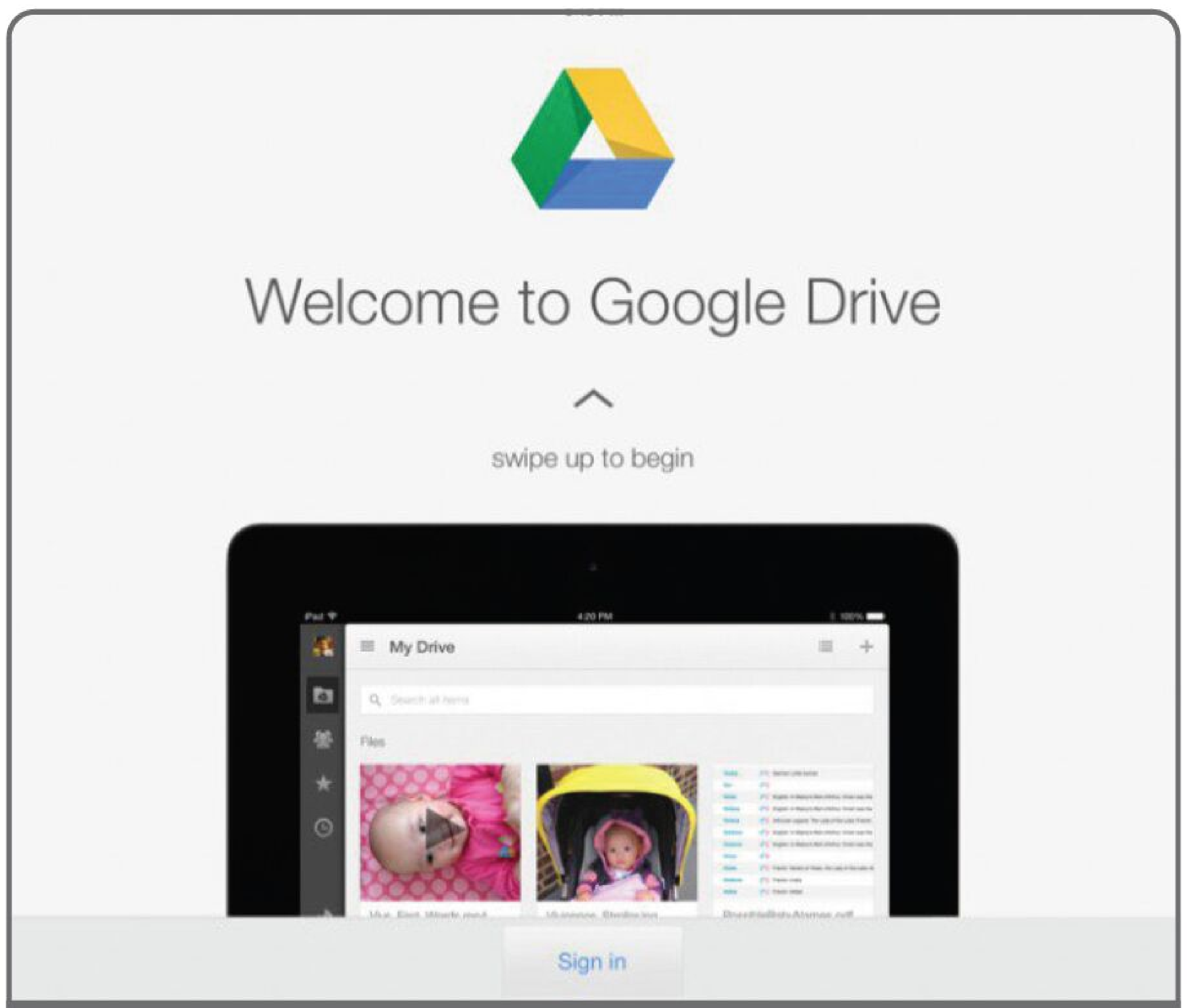
Google Drive Terms of Service

By using Backup and Sync, you agree to the Google Terms of Service. If you are a Google Apps user, your use is subject to either the appropriate Google Apps Terms of Service, or the negotiated Google Apps terms, if applicable.

Step 3

❱ Click on Download Backup and sync and follow the instructions to install the software on your computer. The site will automatically detect whether it is PC or Mac.





Welcome to Google Drive

swipe up to begin

Google Drive on Android and iOS

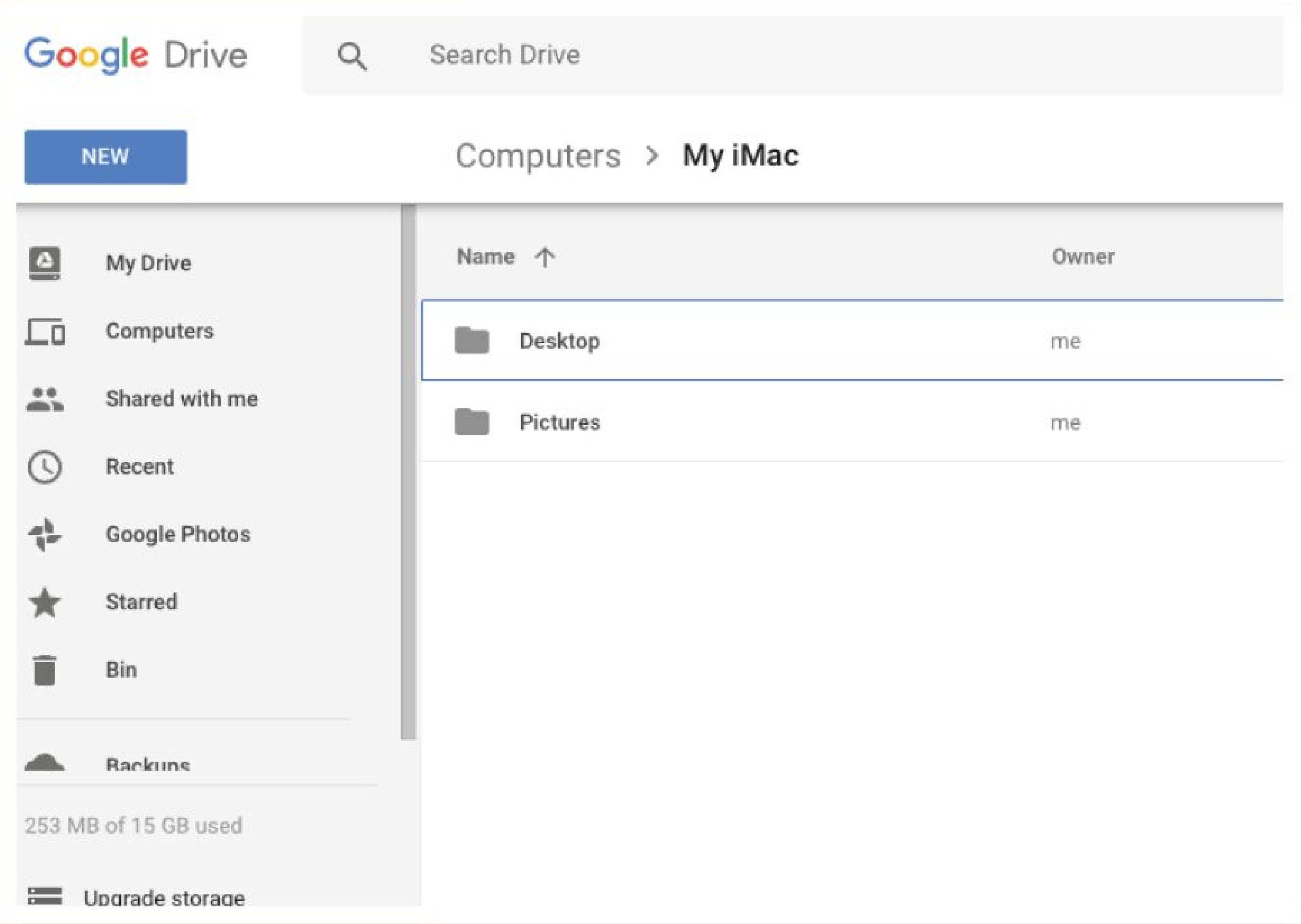
You can download the Google Drive app for mobile devices free of charge, from the Play Store or App Store. This allows you to both view and edit files in your Google Drive folders.

Once downloaded, the app should automatically sign in using the same Google account details you entered on your computer (which is also, hopefully, the one with which you set up your Android or iOS device).

You will now be able to see any files you placed in the Google Drive folder on your computer. If you had the Google Docs app installed, this will now be replaced by Google Drive. To create a new doc, tap Menu > New > Document, or Spreadsheet, etc.

Step 4

❱ You will be asked to sign in again and will then be asked to sync. This creates a new folder on your computer which is used as the storage folder.



Name	Owner
Desktop	me
Pictures	me

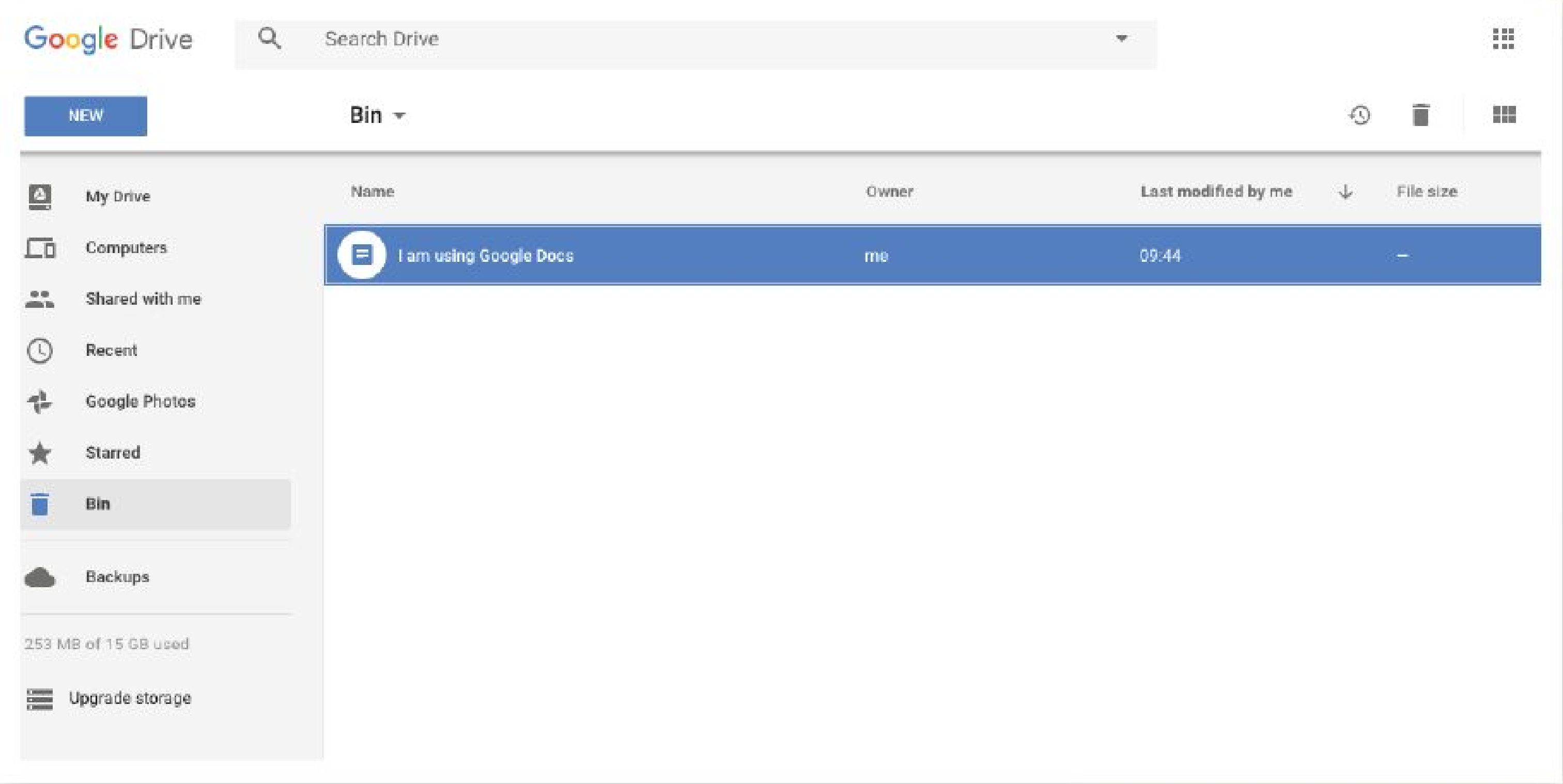
Restore Deleted Drive Files

Deleting files from Drive is a very quick process but a file you remove might not always be gone forever. You have the chance to restore deleted files before they are deleted permanently. Here is how you restore, remove and permanently delete files in Google Drive.

Restoring Incorrectly Deleted Documents

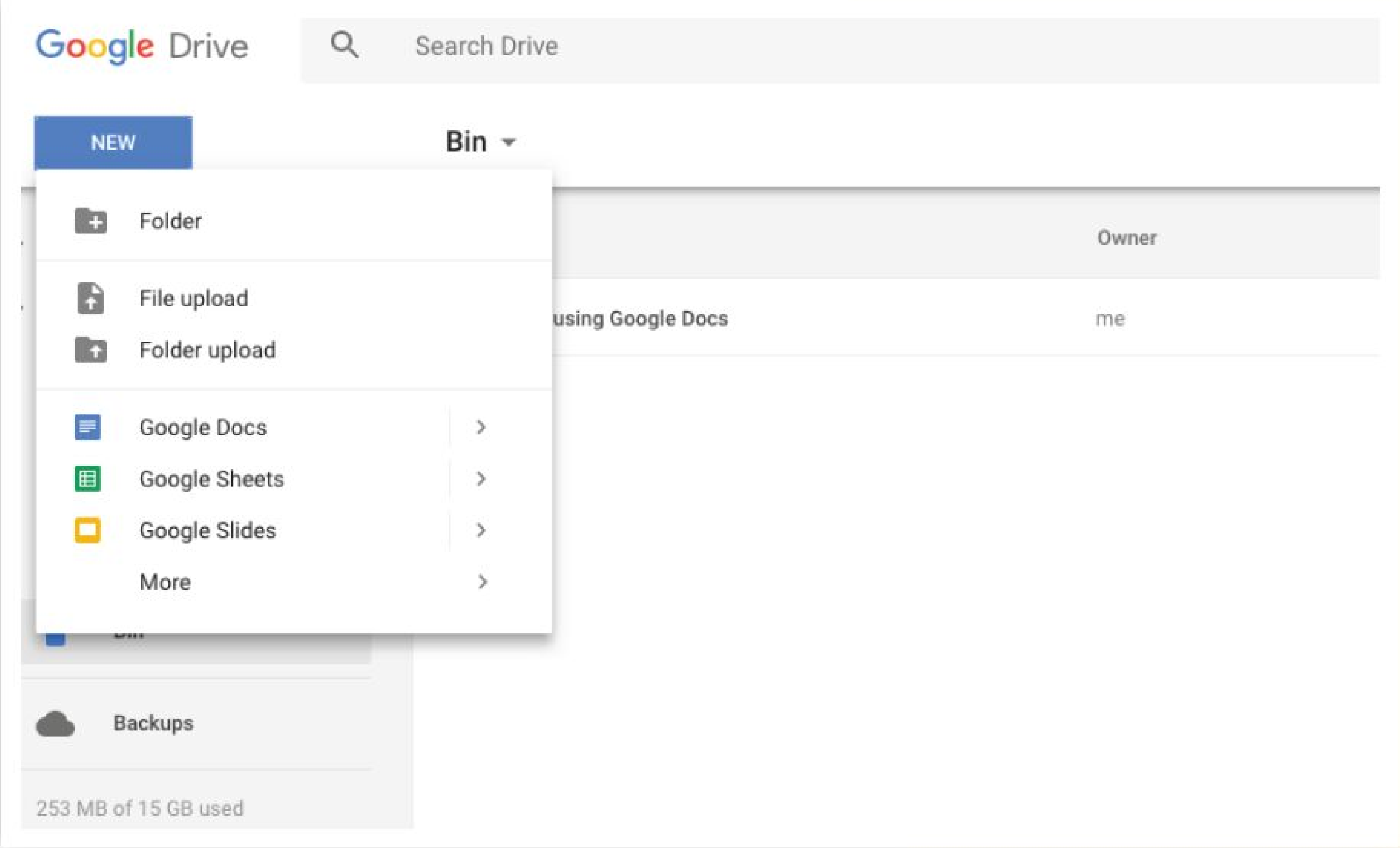
Step 1

› If you decide that you don't want to delete a file or folder that you've moved to the trash, you can restore it so that you can access it again. Once you restore a file, it will be recovered wherever you use Drive or Docs, Sheets and Slides.


Google Drive
Search Drive
NEW
Bin
My Drive
Computers
Shared with me
Recent
Google Photos
Starred
Bin
Backups
253 MB of 15 GB used
Upgrade storage
Name
Owner
Last modified by me
File size
I am using Google Docs
me
09:44
–

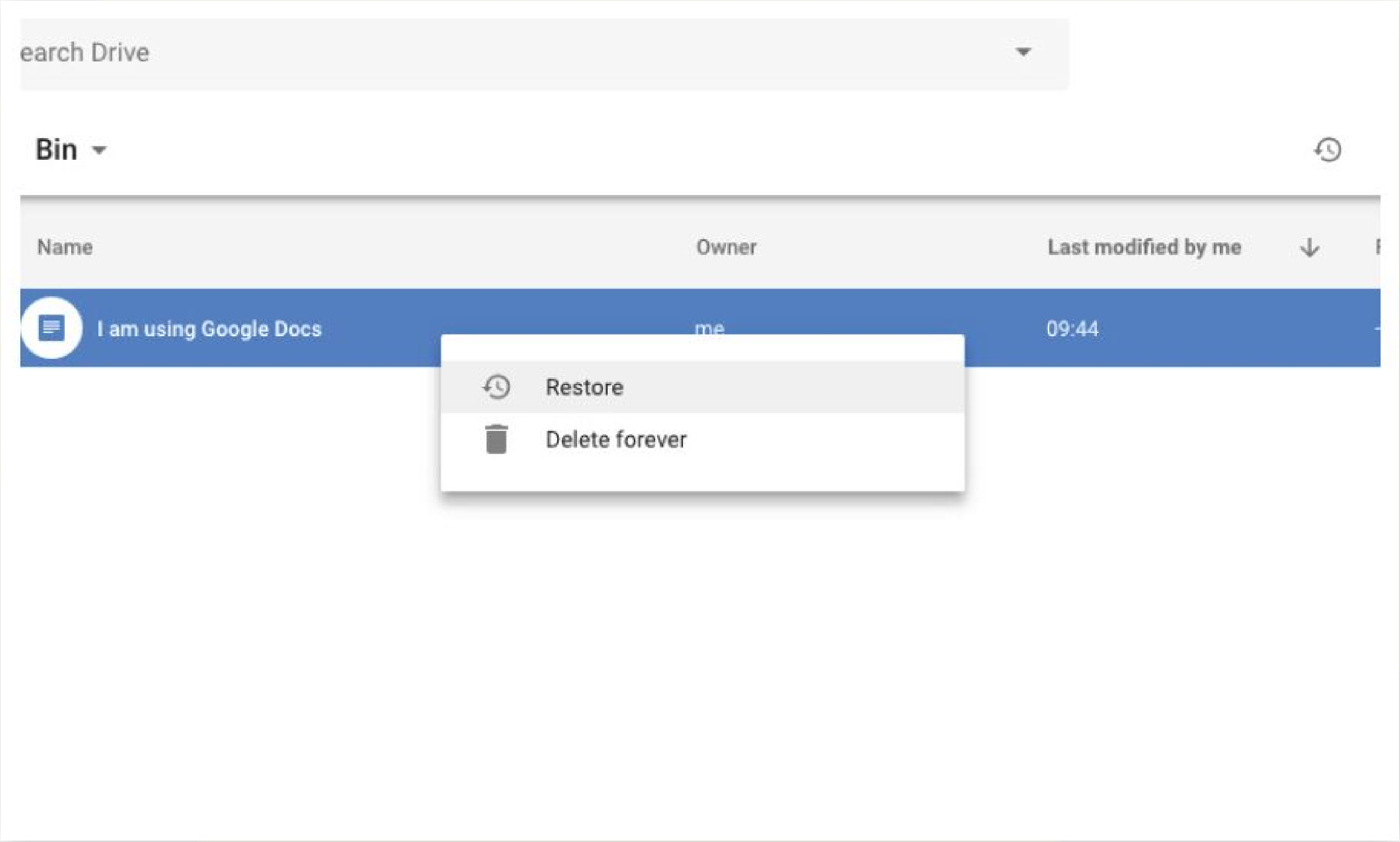
Step 2

› At the moment, you can't restore a file or folder from the Drive mobile apps or from the Docs, Sheets or Slides home screens. You can restore your files from Drive on the web or on your computer. Let's look at those options here.


Google Drive
Search Drive
NEW
Bin
Folder
File upload
Folder upload
Google Docs
Google Sheets
Google Slides
More
Owner
using Google Docs
me
Backups
253 MB of 15 GB used

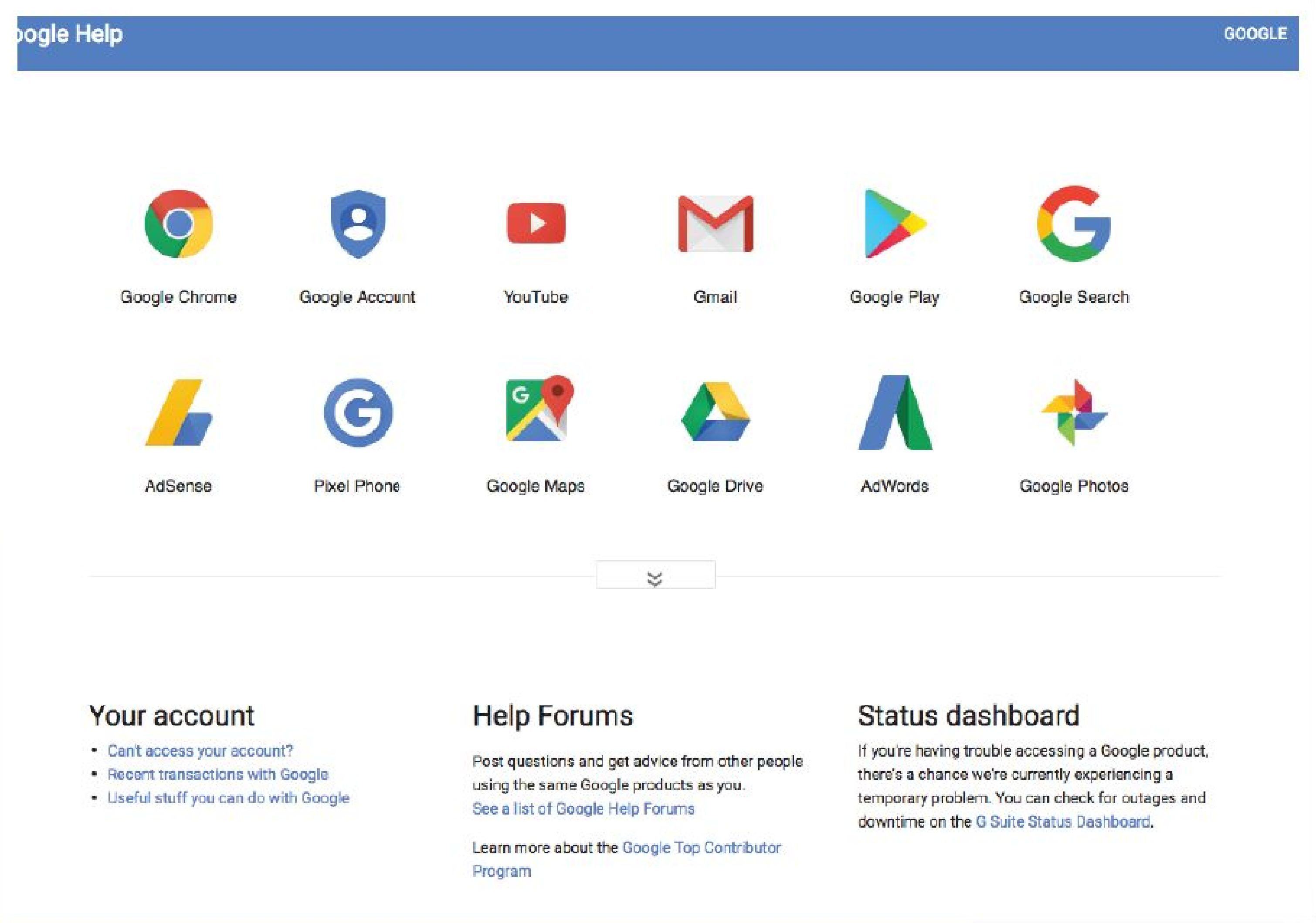
Step 3

› Sign in to Drive at www.drive.google.com. Go to the Bin section on the left side of your screen and right-click the file or folder you want to restore. Click Restore to return it to its previous location. To restore a file from the trash that you don't own, you need to contact the owner of the file.


earch Drive
Bin
Name
Owner
Last modified by me
I am using Google Docs
me
09:44
Restore
Delete forever

Step 4

› If you permanently delete a file or folder that you realise you need access to, Google is able to help you recover it for a limited time. However, after the file has been deleted from Google's systems, it's gone forever. You can request recovery from Google themselves at www.support.google.com.


oogle Help
GOOGLE
Google Chrome
Google Account
YouTube
Gmail
Google Play
Google Search
AdSense
Pixel Phone
Google Maps
Google Drive
AdWords
Google Photos

Your account

- Can't access your account?
- Recent transactions with Google
- Useful stuff you can do with Google

Help Forums

Post questions and get advice from other people using the same Google products as you.
See a list of Google Help Forums

Learn more about the Google Top Contributor Program

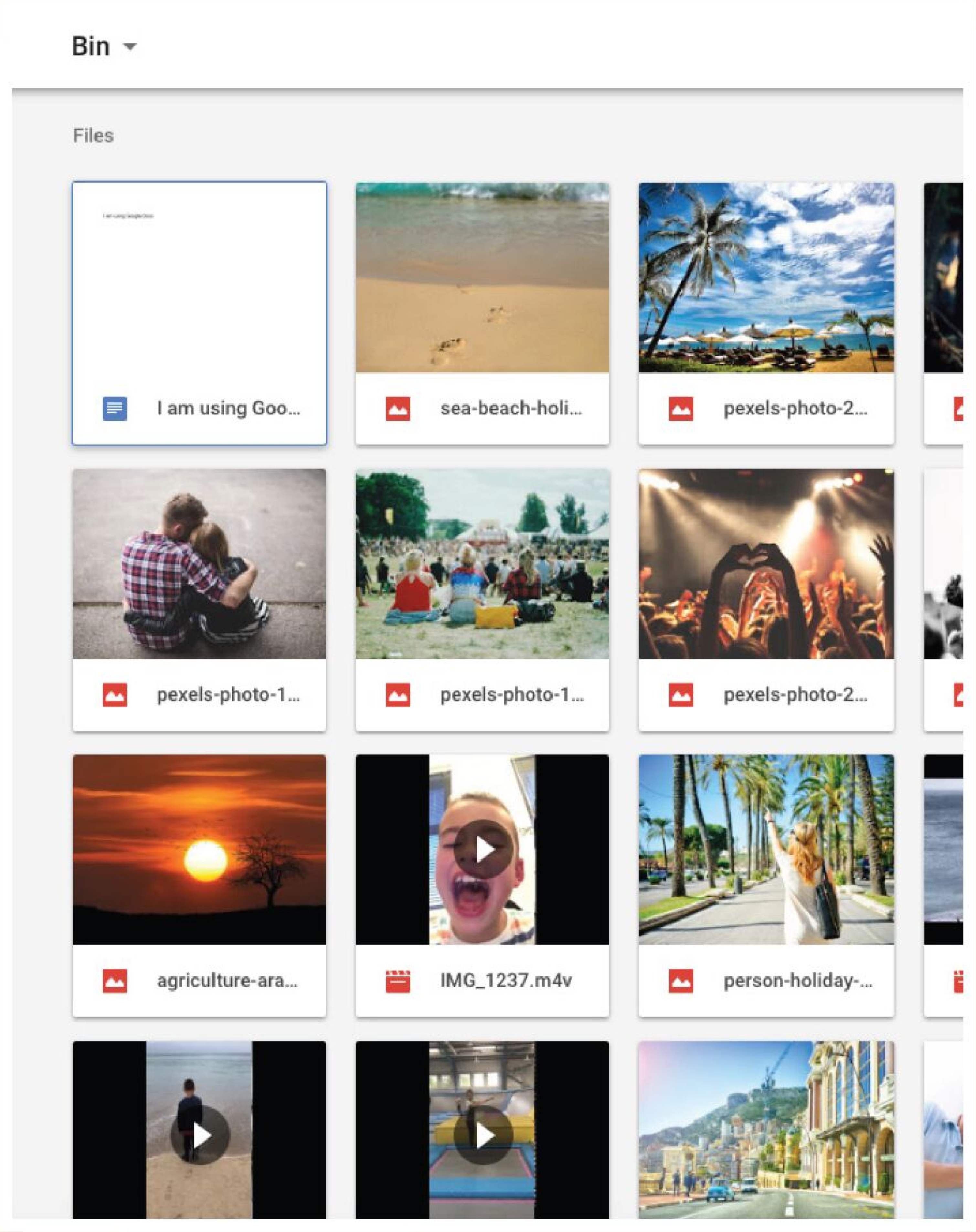
Status dashboard

If you're having trouble accessing a Google product, there's a chance we're currently experiencing a temporary problem. You can check for outages and downtime on the G Suite Status Dashboard.

Removing Files

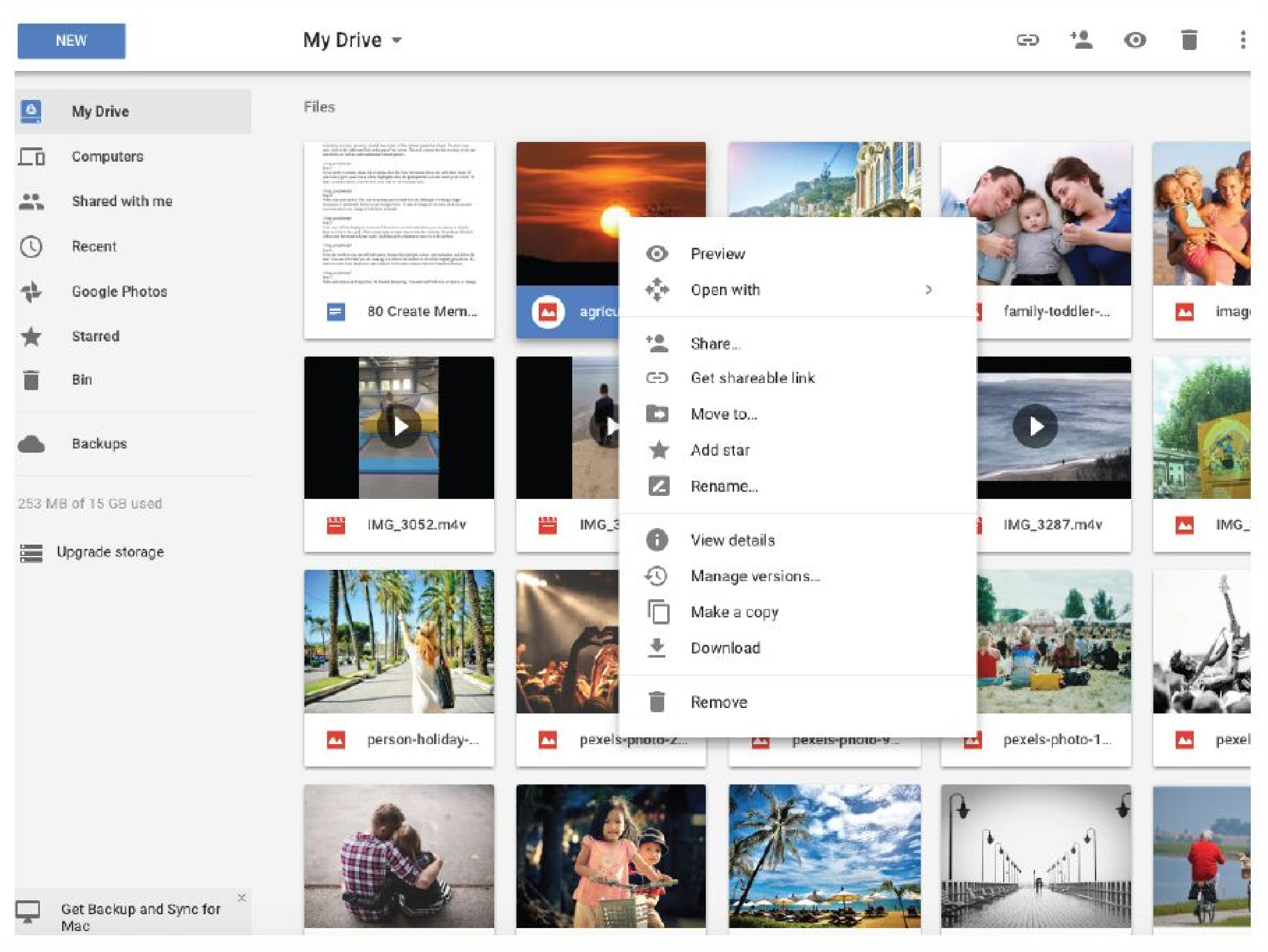
Step 1

› Open the Google Drive folder on the desktop of your computer, select the file or folder you want to remove and drag it to the trash on your computer. A file you remove from the Drive folder on your computer will be moved to the trash in Drive on the web and in the Drive, Docs, Sheets and Slides.


Bin
Files
I am using Goo...
sea-beach-holi...
pexels-photo-2...
pexels-photo-1...
pexels-photo-1...
pexels-photo-2...
agriculture-ara...
IMG_1237.m4v
person-holiday-...

Step 2

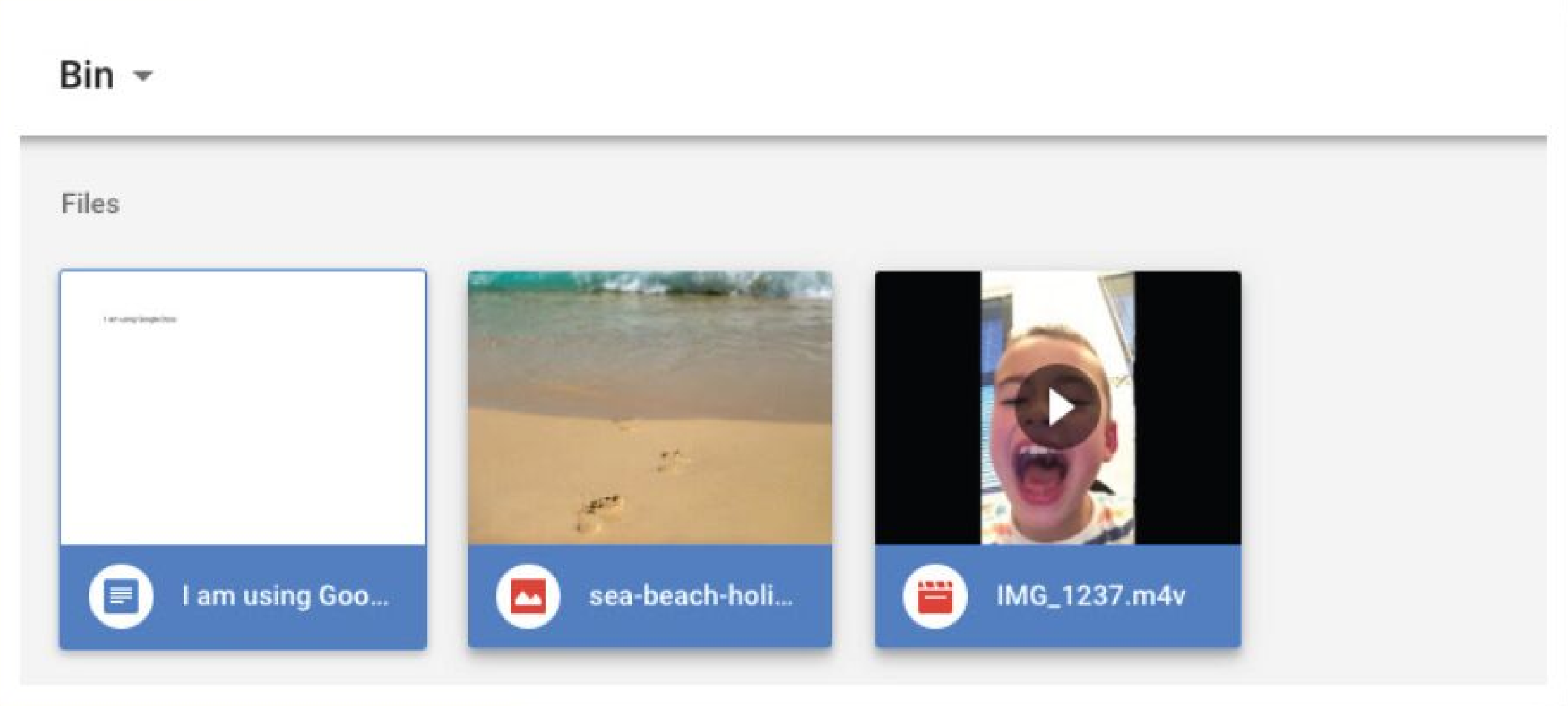
› To remove files in Drive online, sign into Drive at www.drive.google.com. Now click or right-click the file or folder you want to remove and then click the Remove icon; as with removing files on your computer, anything removed will also be removed offline.


NEW
My Drive
My Drive
Computers
Shared with me
Recent
Google Photos
Starred
Bin
Backups
253 MB of 15 GB used
Upgrade storage
Get Backup and Sync for Mac
Files
80 Create Mem...
agricu
family-toddler-...
imag
IMG_3052.m4v
IMG_3
IMG_3287.m4v
IMG_
person-holiday-...
pexels-photo-2...
pexels-photo-9...
pexels-photo-1...
pexel
Preview
Open with
Share...
Get shareable link
Move to...
Add star
Rename...
View details
Manage versions...
Make a copy
Download
Remove

Permanently Delete Files

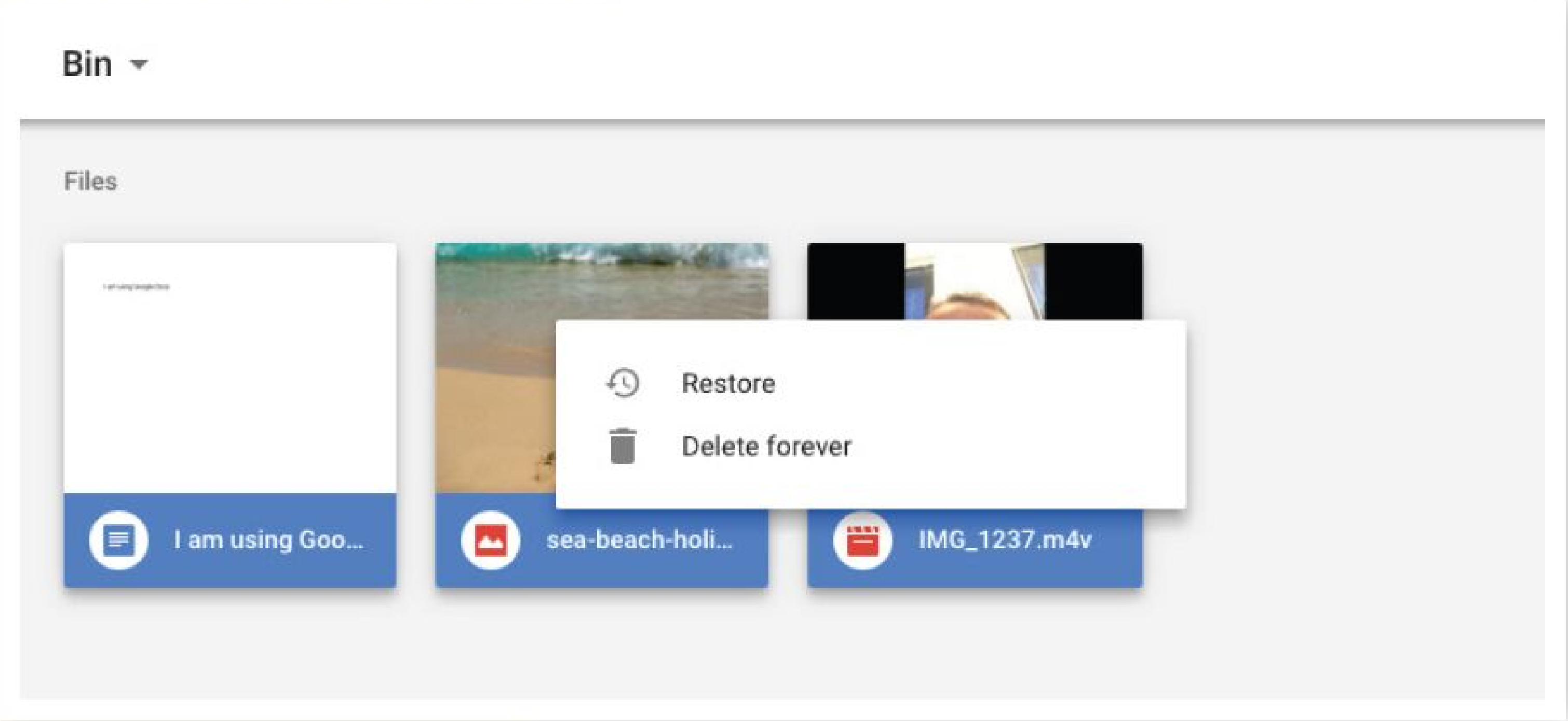
Step 1

› If you want to permanently delete a file or folder you own, you can delete an individual file or empty your entire trash to delete all files you have removed. Once a file has been deleted, anyone you've shared the file with will lose access to the file as well.


Bin
Files
I am using Goo...
sea-beach-holi...
IMG_1237.m4v

Step 2

› To permanently delete files you added to the trash from the Drive folder on your computer, simply empty the trash on your desktop. The files, along with anything else you trashed, will be deleted. On the web, sign in to Drive, go to Bin and select the file. Click Delete Forever. The file is now been deleted for good.


Bin
Files
I am using Goo...
sea-beach-holi...
IMG_1237.m4v
Restore
Delete forever

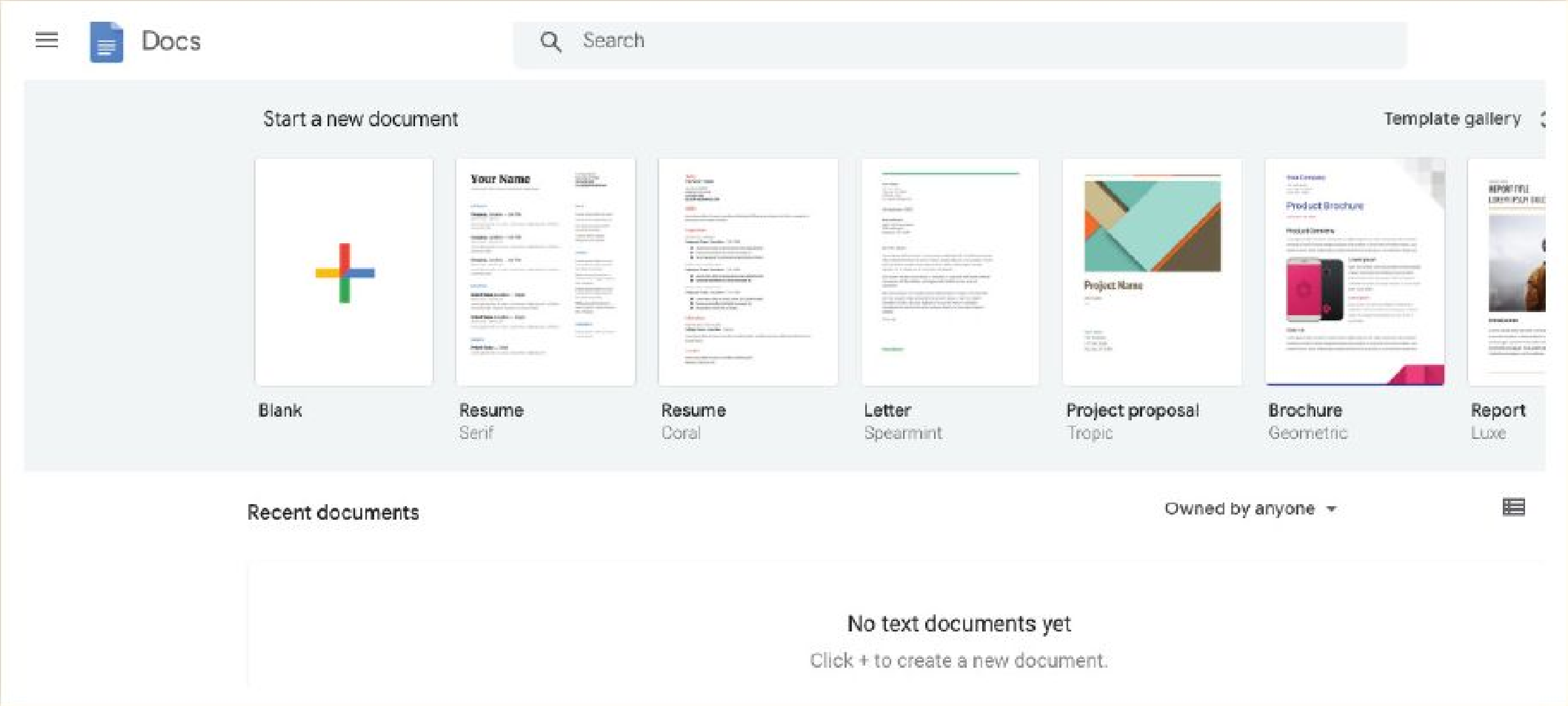
Set Up and Use Google Docs

Google Docs is a free, web-based office suite. Using this software you can create text documents, spreadsheets, complex forms and even presentations. Everything you create is stored via your Google Drive account. Here's how to make the most of Google Docs.

Creating New Documents

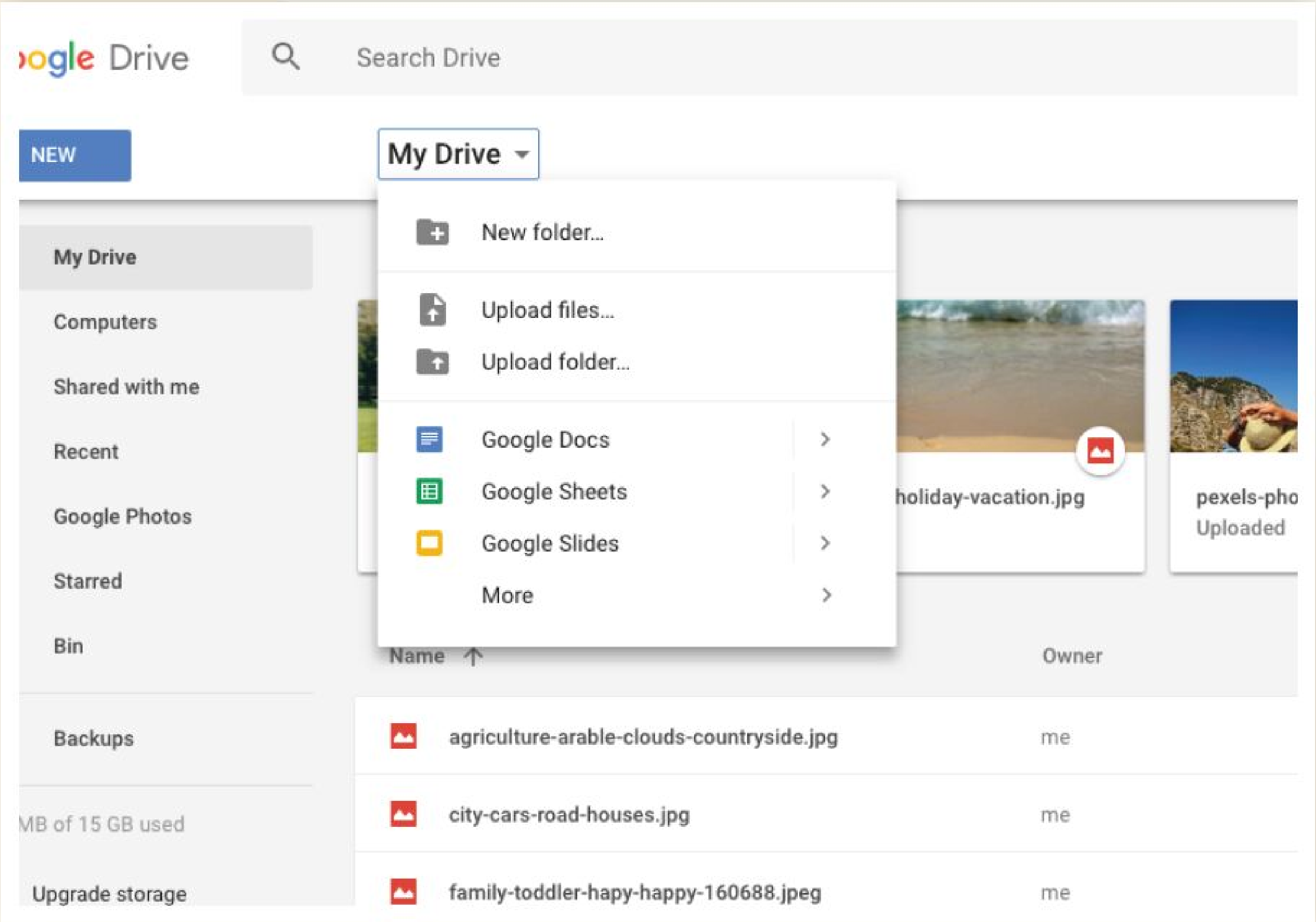
Step 1

There are several different ways of getting started with Google Docs. You can create a new online document, you can upload an existing document to edit or you can use a template from the templates gallery. Let's start with a new Google doc.


Docs
Search
Start a new document
Template gallery
Blank
Resume
Serif
Resume
Coral
Letter
Spearmint
Project proposal
Tropic
Brochure
Geometric
Report
Luxe
Recent documents
Owned by anyone
No text documents yet
Click + to create a new document.

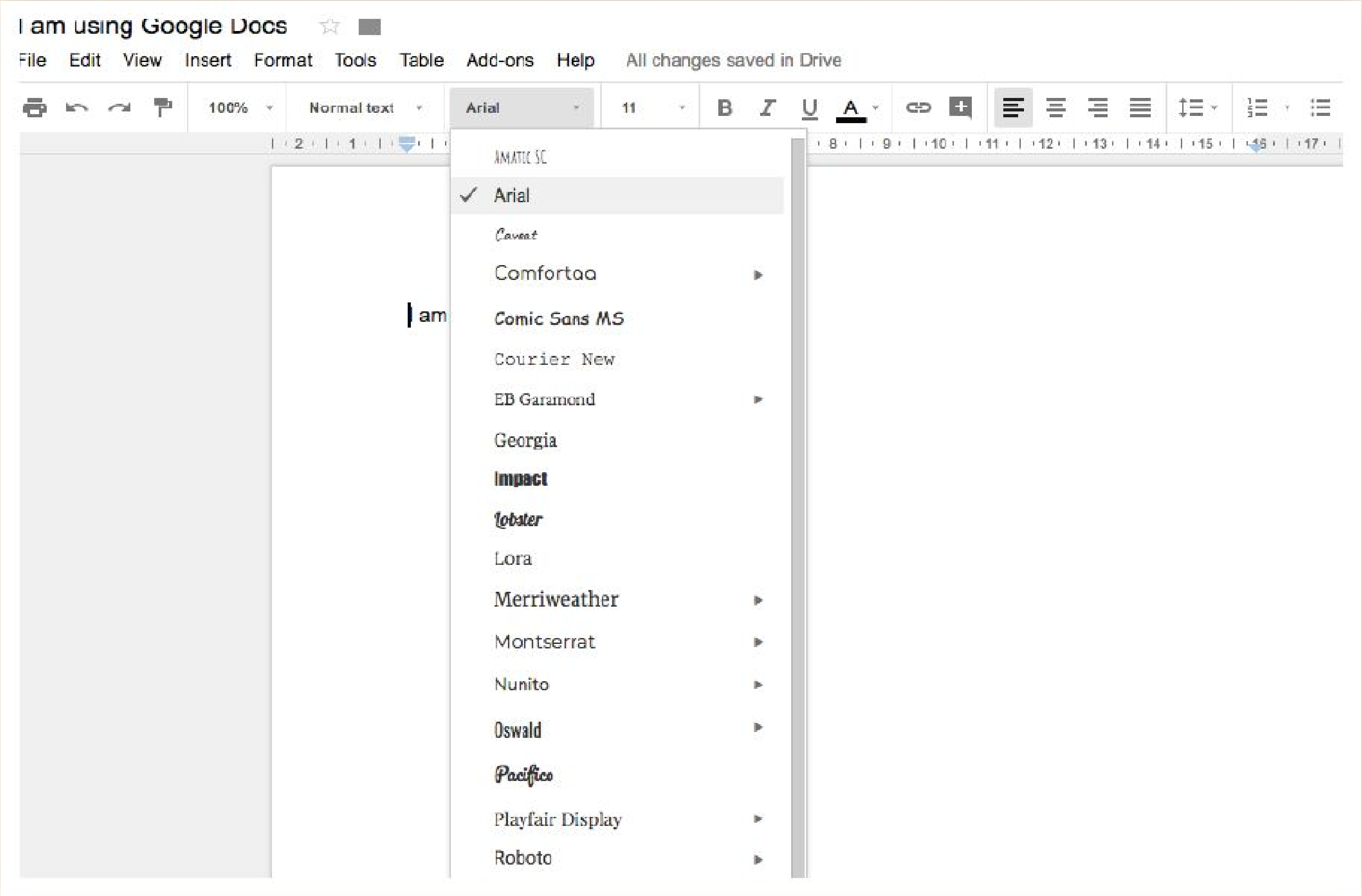
Step 2

To create a new document, go to your Drive, click the downward pointing arrow and select Google Docs from the menu, then pick either Blank or Template. Name the document by entering the text in the top left corner, this will also start auto-save.


ogle Drive
Search Drive
NEW
My Drive
New folder...
Upload files...
Upload folder...
Google Docs
Google Sheets
Google Slides
More
My Drive
Computers
Shared with me
Recent
Google Photos
Starred
Bin
Backups
MB of 15 GB used
Upgrade storage
holiday-vacation.jpg
pexels-pho
Uploaded
Name
Owner
agriculture-arable-clouds-countryside.jpg
me
city-cars-road-houses.jpg
me
family-toddler-hapy-happy-160688.jpeg
me

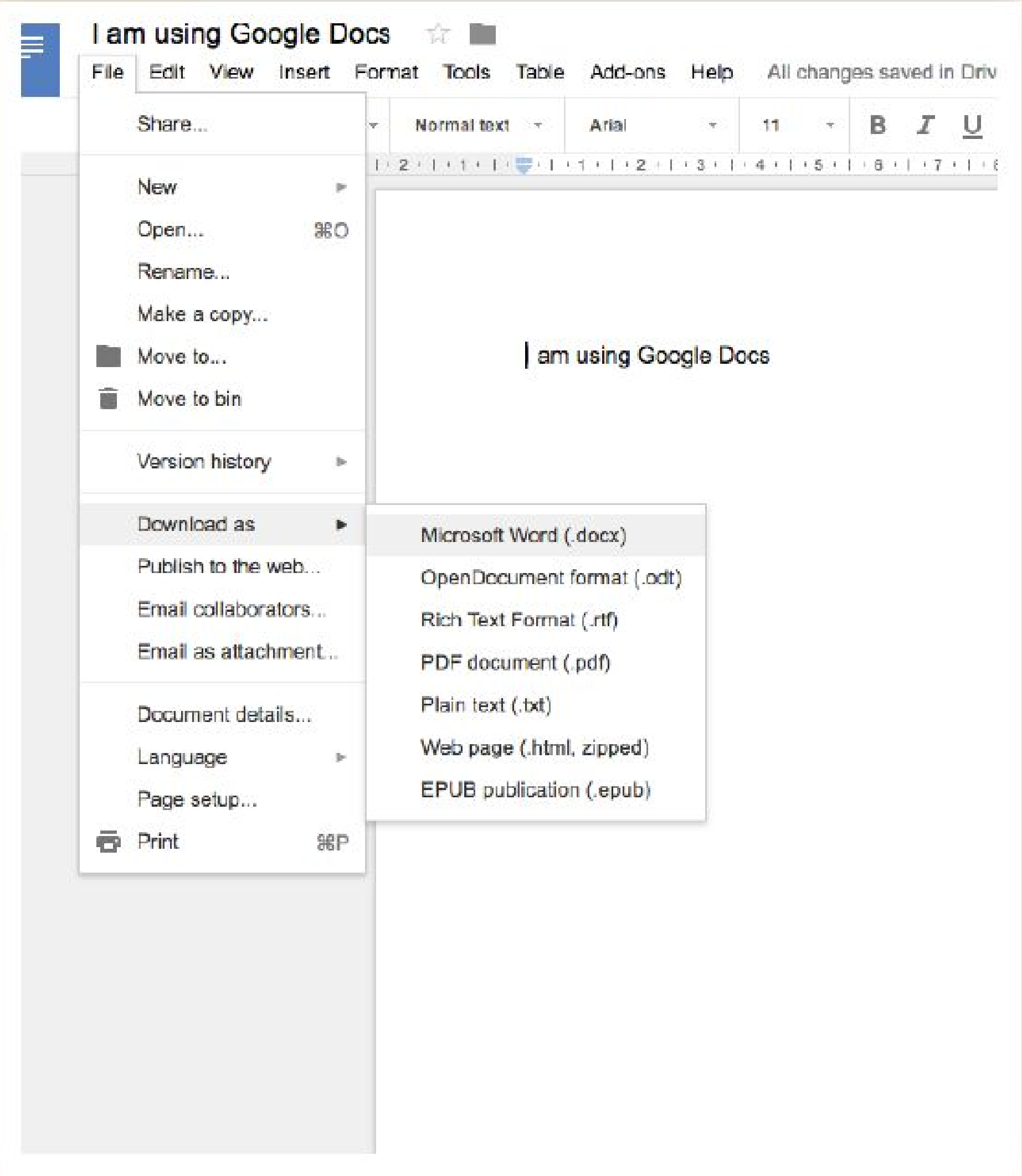
Step 3

Along the top of the document you will find the editing and formatting tools. If you have ever used Microsoft Word or OpenOffice Writer, you should be familiar with most of the formatting options here.


I am using Google Docs
File
Edit
View
Insert
Format
Tools
Table
Add-ons
Help
All changes saved in Drive
100%
Normal text
Arial
11
B
I
U
A
AMATIC SC
Arial
Caveat
Comfortaa
Comic Sans MS
Courier New
EB Garamond
Georgia
Impact
Lobster
Lora
Merriweather
Montserrat
Nunito
Oswald
Pacifico
Playfair Display
Roboto
I am

Step 4

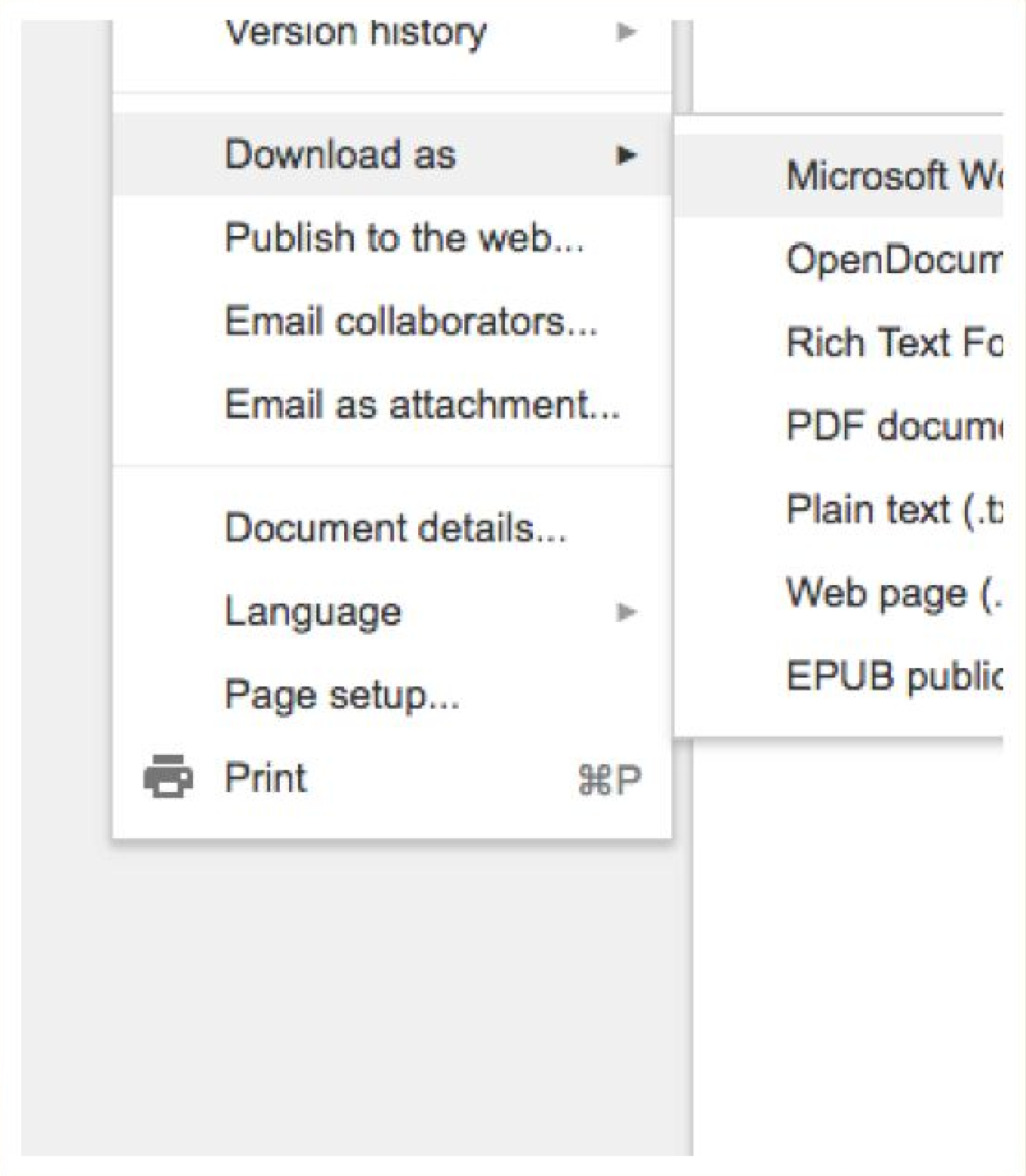
❱ You can also save a copy of any document to your computer if you wish. To save a copy of any document in the Drive, open it and go to the File menu. Roll the mouse pointer over the Download As... option.


I am using Google Docs
File
Edit
View
Insert
Format
Tools
Table
Add-ons
Help
All changes saved in Driv
Normal text
Arial
11
Share...
New
Open... ⌘O
Rename...
Make a copy...
Move to...
Move to bin
Version history
Download as
Publish to the web...
Email collaborators...
Email as attachment...
Document details...
Language
Page setup...
Print ⌘P
Microsoft Word (.docx)
OpenDocument format (.odt)
Rich Text Format (.rtf)
PDF document (.pdf)
Plain text (.txt)
Web page (.html, zipped)
EPUB publication (.epub)

I am using Google Docs

Step 5

❱ Select one of the following file types: HTML (zipped), RTF, Word, Open Office, PDF or plain text. Your document will then download to your computer. The original document will remain in Google Drive.

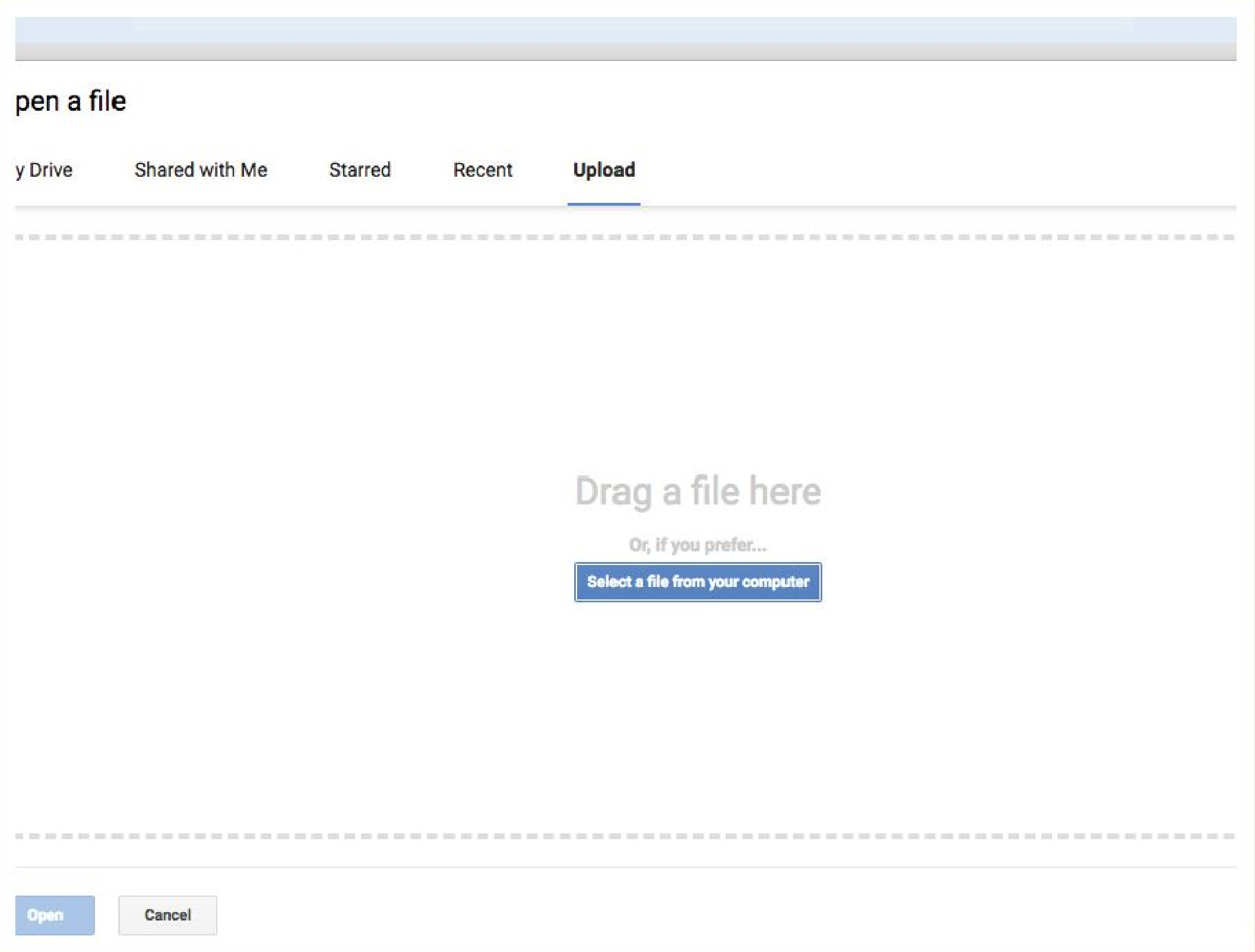

Version history
Download as
Publish to the web...
Email collaborators...
Email as attachment...
Document details...
Language
Page setup...
Print ⌘P
Microsoft W
OpenDocum
Rich Text Fo
PDF docum
Plain text (.t
Web page (.
EPUB public

Import Documents

You can import a variety of documents into Google Drive and then either keep them as they were originally formatted or convert them into Google Docs.

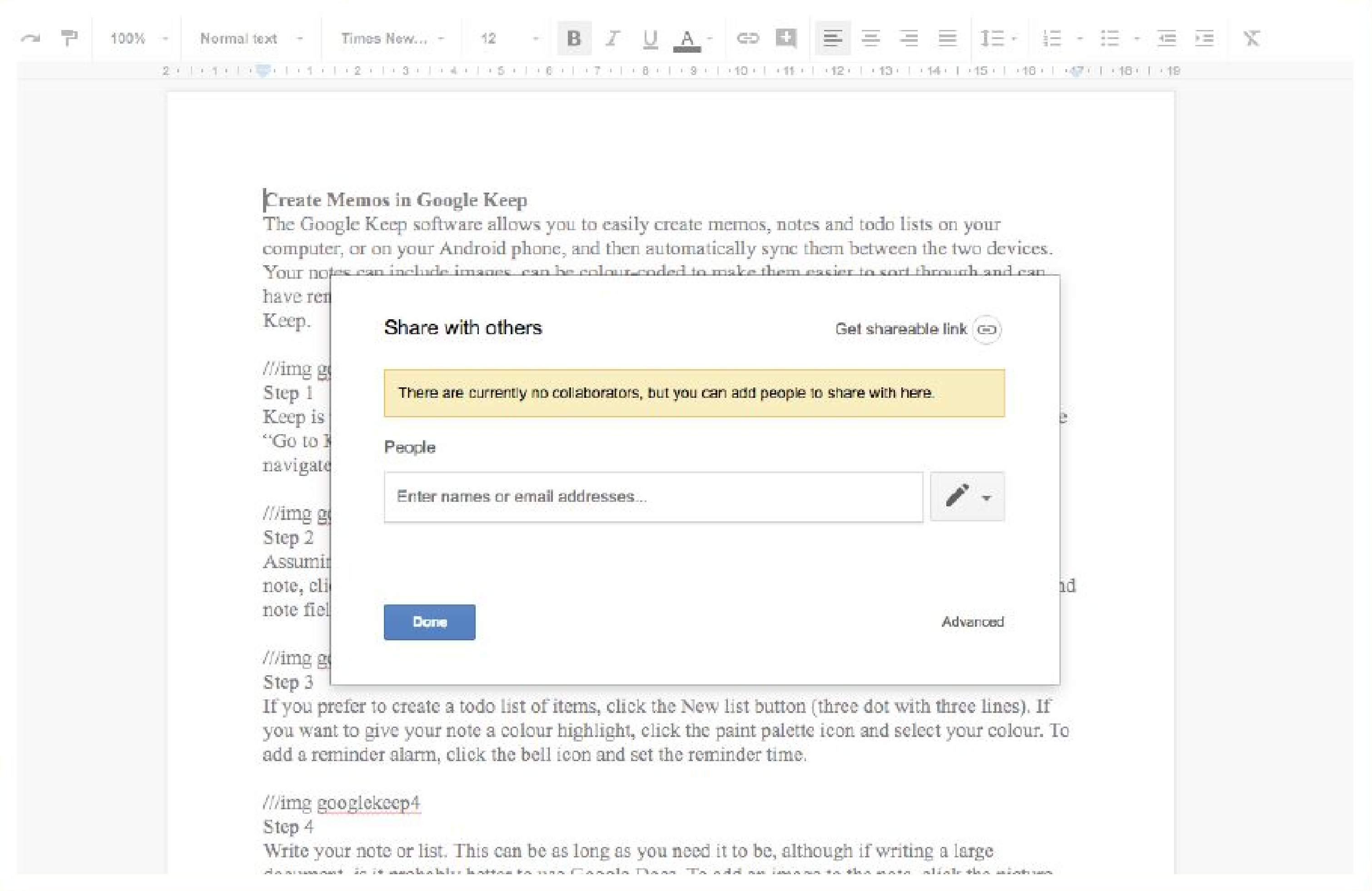
Step 1

❱ Open a new Google Doc and click the File link at the top left of your documents options list. Click Open and then click Upload. The Upload window will appear leaving you to drag and drop your file into this window. The file will open automatically.


pen a file
y Drive
Shared with Me
Starred
Recent
Upload
Drag a file here
Or, if you prefer...
Select a file from your computer
Open
Cancel

Step 2

❱ When the document has uploaded, click the File option, as before. From these links click on Email collaborators and enter the details of those you wish to share the file. This allows you to edit and collaborate on the document online.


100%
Normal text
Times New...
12
Share with others
Get shareable link
People
Enter names or email addresses...
Done
Advanced

Create Memos in Google Keep
The Google Keep software allows you to easily create memos, notes and todo lists on your computer, or on your Android phone, and then automatically sync them between the two devices.

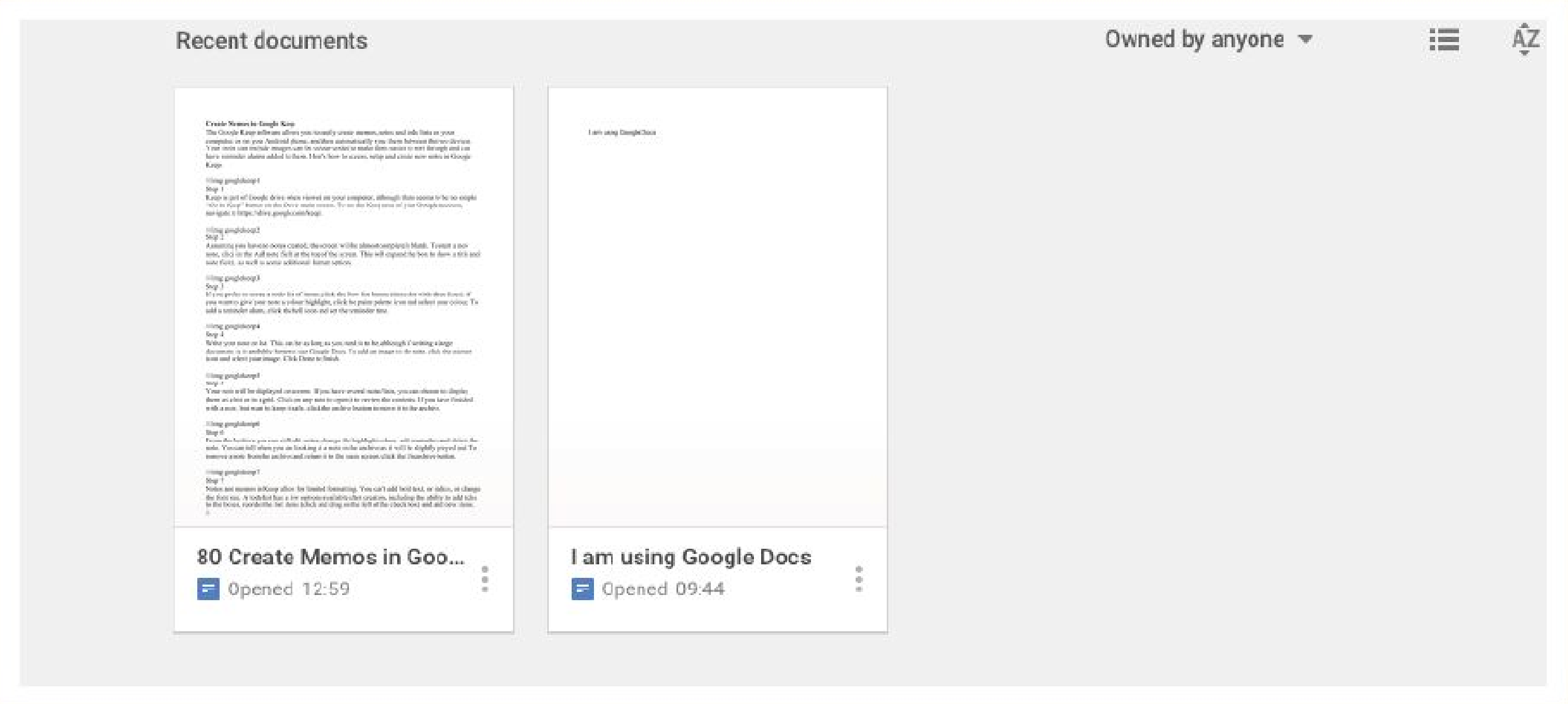
There are currently no collaborators, but you can add people to share with here.

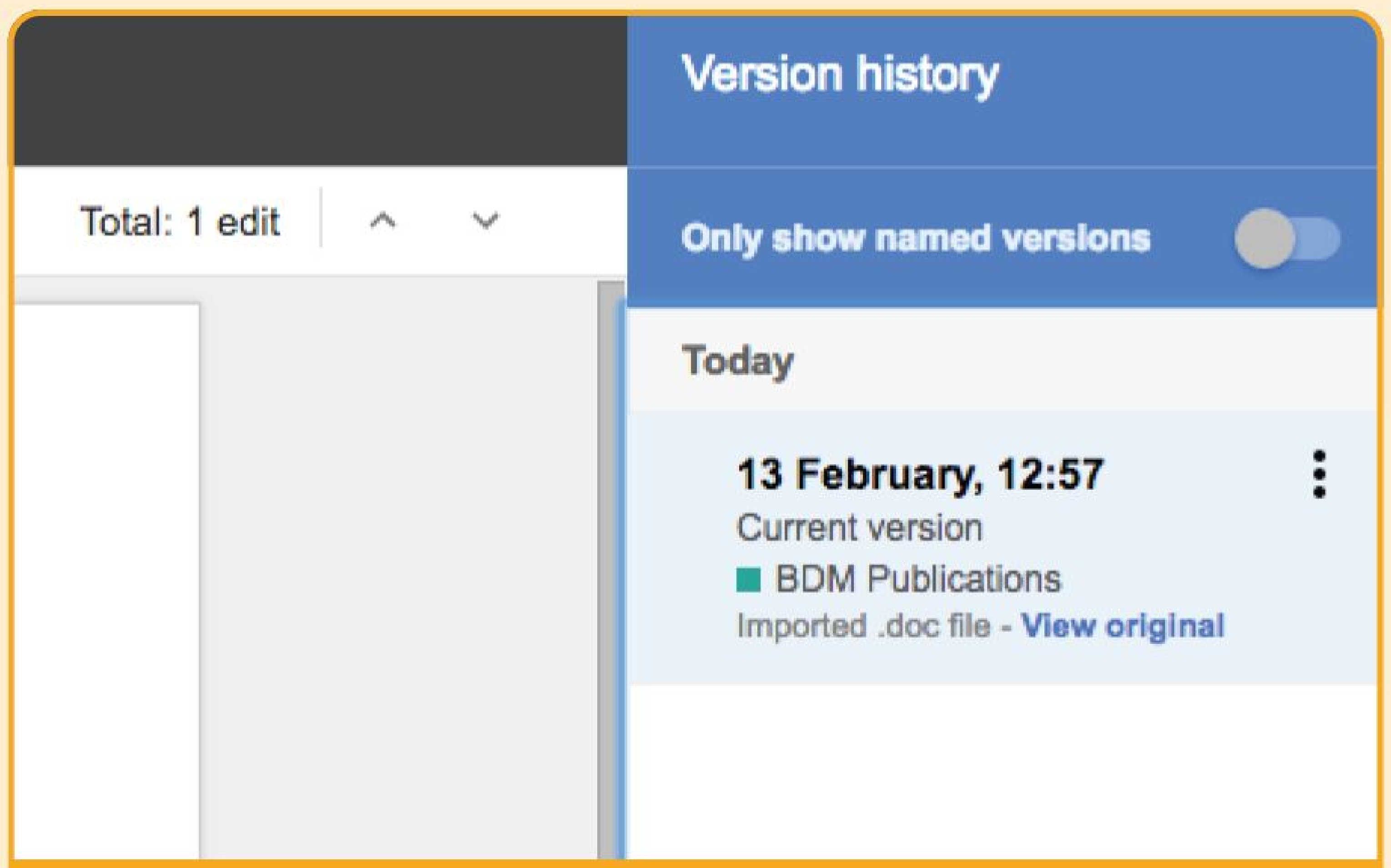
Step 3
If you prefer to create a todo list of items, click the New list button (three dot with three lines). If you want to give your note a colour highlight, click the paint palette icon and select your colour. To add a reminder alarm, click the bell icon and set the reminder time.

//img googlekeep4
Step 4
Write your note or list. This can be as long as you need it to be, although if writing a large

Step 3

❱ Having uploaded a compatible document to Google Docs, said file will instantly be saved to your Google Drive. These files are then accessible from the main Google docs menu screen, shown here. NOTE: Files to be converted by Docs can't be larger than 1 MB.


Recent documents
Owned by anyone
80 Create Memos in Goo...
Opened 12:59
I am using Google Docs
Opened 09:44

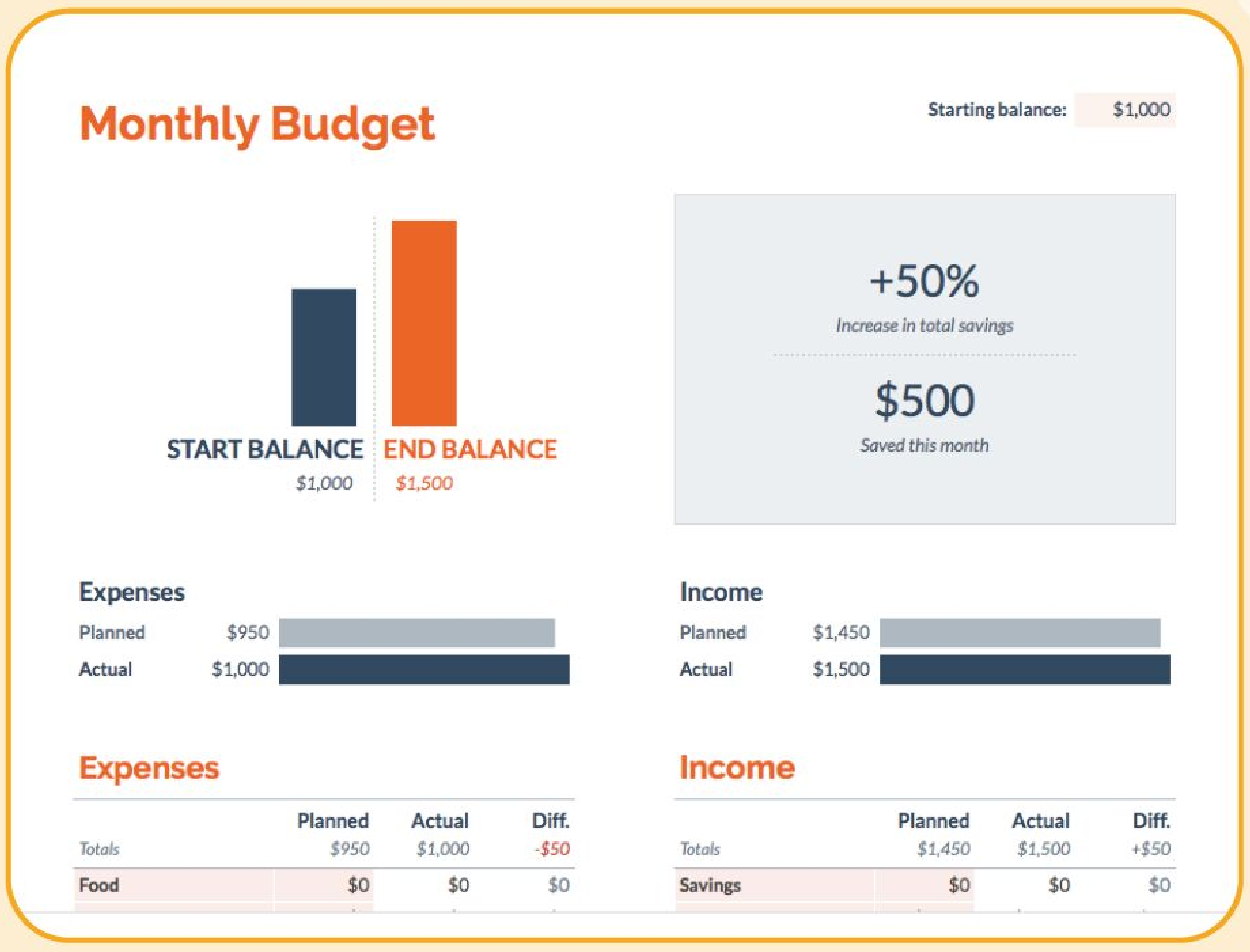

Version history
Total: 1 edit
Only show named versions
Today
13 February, 12:57
Current version
BDM Publications
Imported .doc file - View original

Time Machine

Google Drive tracks every change you make to files and documents you store there, so when you hit the Save button a new revision is saved. You can use the tools in Google Drive to look back as far as 30 days automatically, or choose a specific revision to save forever.

How to Use Google Sheets

With Google Sheets you can create spreadsheets online, work on them with others in real-time and then store them online in Google Drive. Google Sheets, for most users, is more than capable of replacing the corresponding software in something like Microsoft Office.


Monthly Budget
Starting balance: $1,000
START BALANCE $1,000
END BALANCE $1,500
+50%
Increase in total savings
$500
Saved this month
Expenses
Planned $950
Actual $1,000
Income
Planned $1,450
Actual $1,500

Expenses

	Planned	Actual	Diff.
Totals	$950	$1,000	-$50
Food	$0	$0	$0

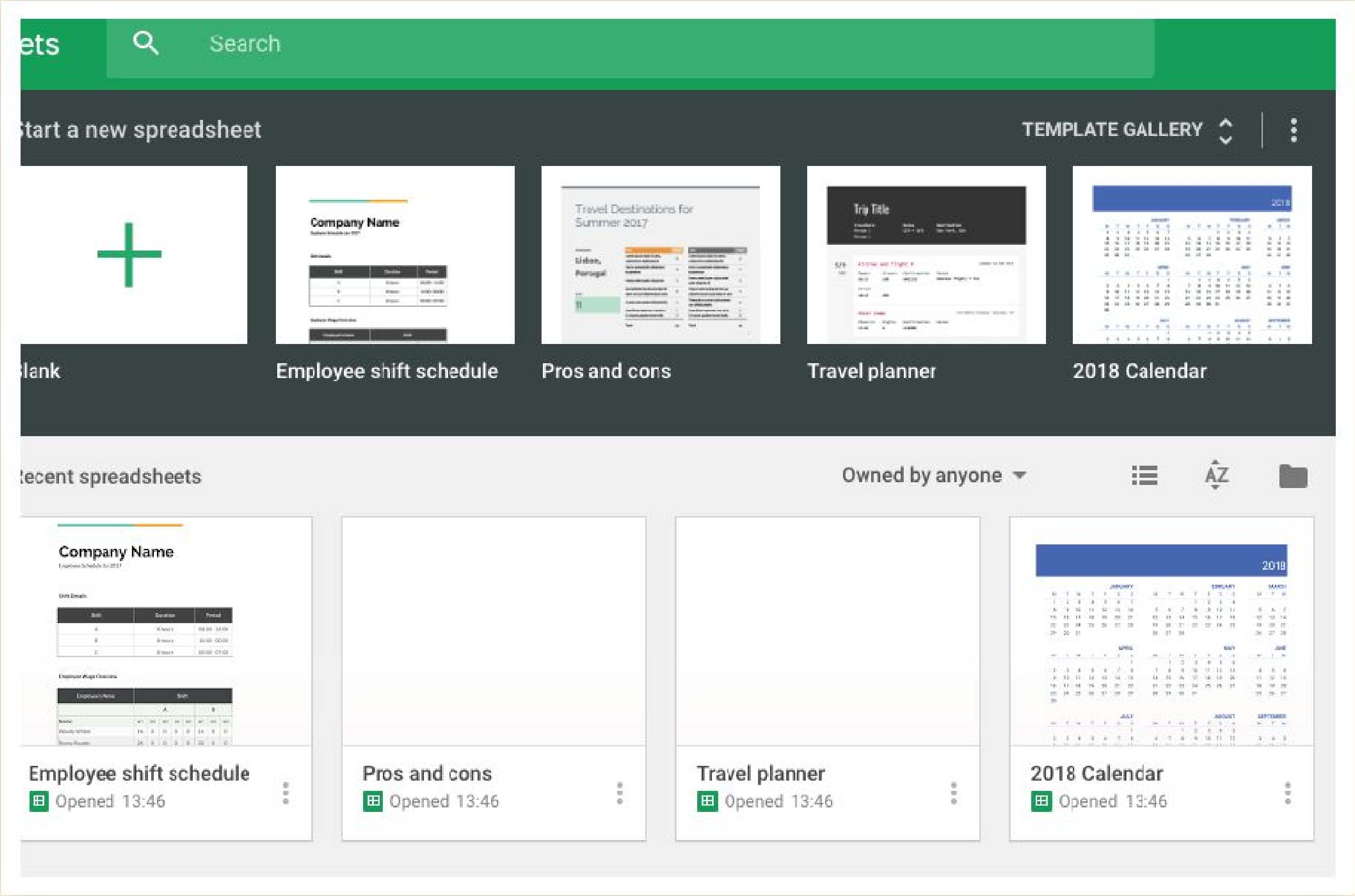
Income

	Planned	Actual	Diff.
Totals	$1,450	$1,500	+$50
Savings	$0	$0	$0

Create and Save Spreadsheets

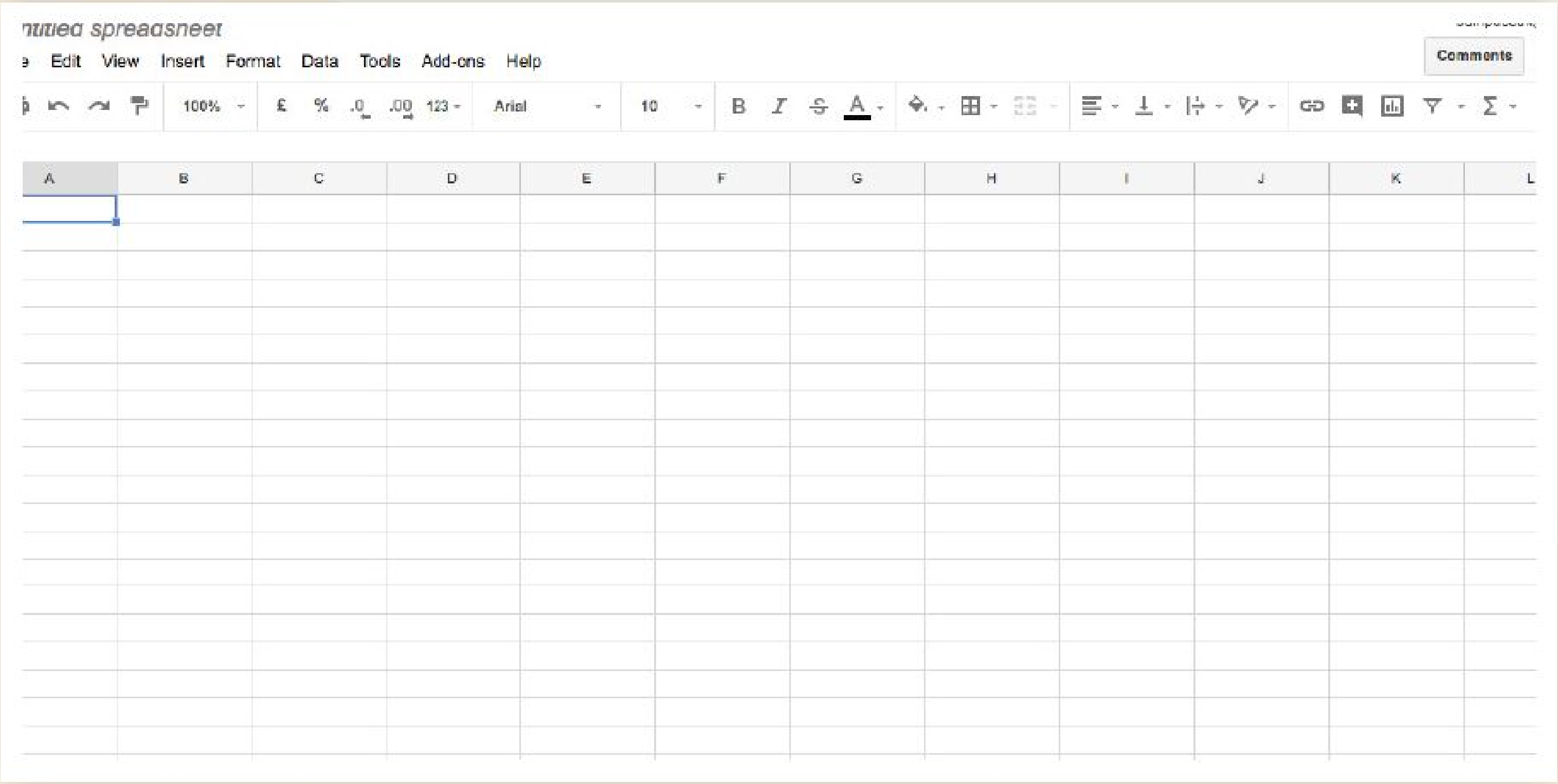
Step 1

❱ There are different ways of getting started with Google Sheets. You can create a new spreadsheet, upload an existing spreadsheet from a computer or use a template from the templates gallery, to create a spreadsheet with a specific purpose.


Search
tart a new spreadsheet
TEMPLATE GALLERY
lank
Employee shift schedule
Pros and cons
Travel planner
2018 Calendar
ecent spreadsheets
Owned by anyone
Employee shift schedule
Opened 13:46
Pros and cons
Opened 13:46
Travel planner
Opened 13:46
2018 Calendar
Opened 13:46

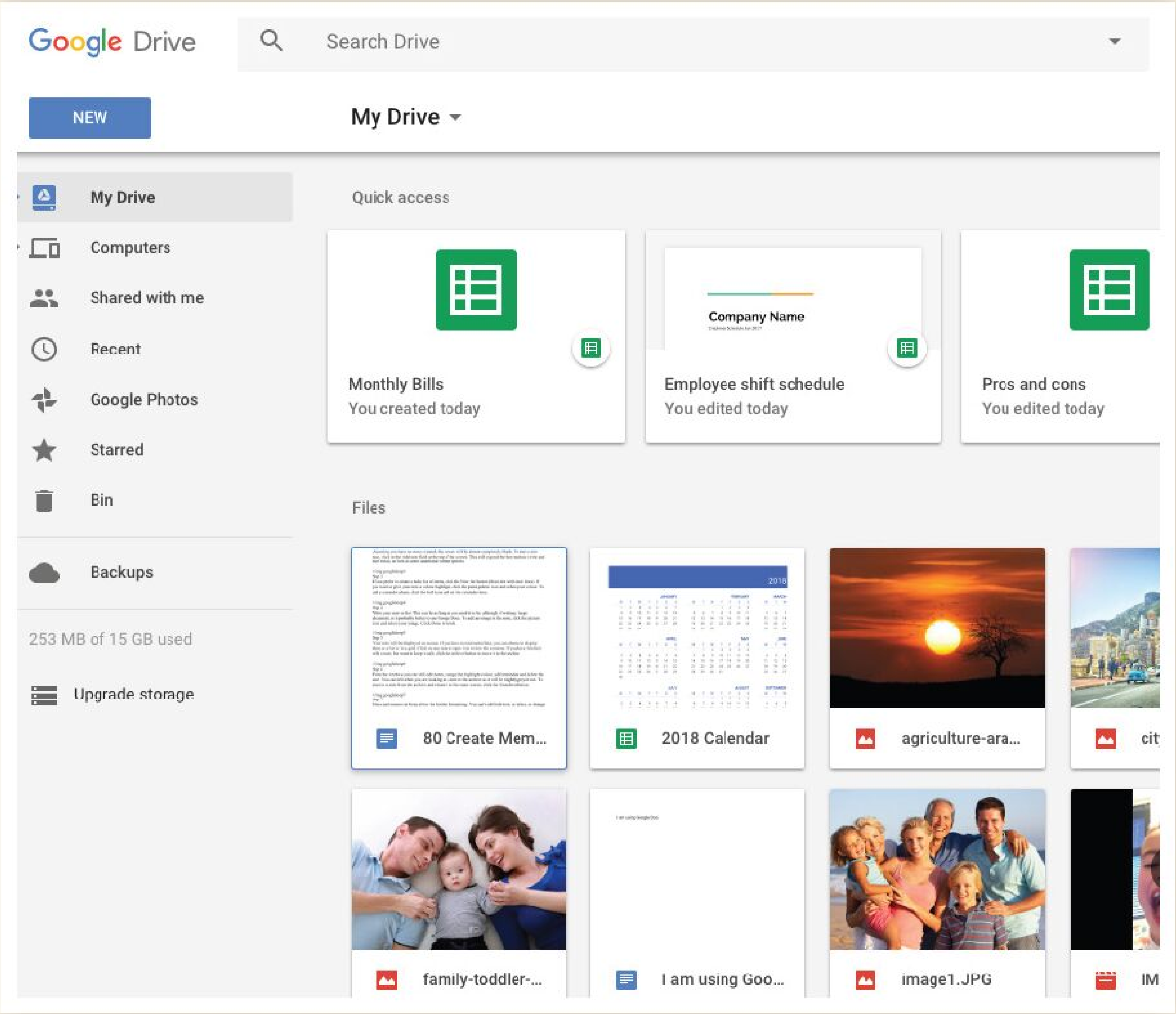
Step 2

❱ To create a new spreadsheet, go to your Google Drive, click the NEW button and select Google Sheet from the drop-down menu. Once you name the spreadsheet or start typing. Google Sheets will automatically save your work every few seconds.


ntitled spreadsheet
Edit View Insert Format Data Tools Add-ons Help
Comments
100%
Arial
10
A B C D E F G H I J K L

Step 3

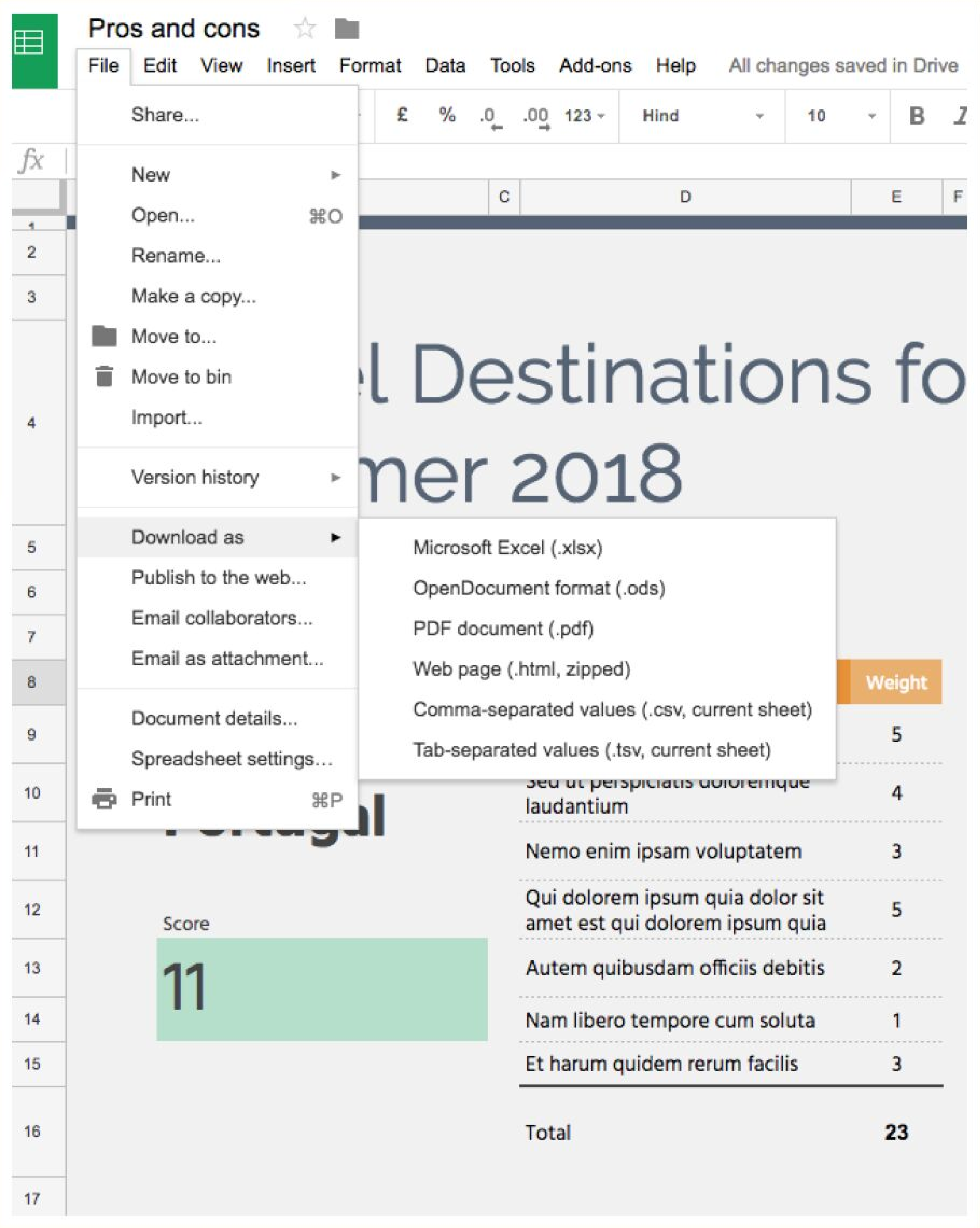
❱ Give your Sheet a title. At the top of the spreadsheet, you will see text that indicates when your spreadsheet was last saved. You can access your spreadsheet at any time by opening your Drive at www.drive.google.com. Here you will see it as a saved file.


Google Drive
Search Drive
NEW
My Drive
My Drive
Computers
Shared with me
Recent
Google Photos
Starred
Bin
Backups
253 MB of 15 GB used
Upgrade storage
Quick access
Monthly Bills
You created today
Employee shift schedule
You edited today
Pros and cons
You edited today
Files
80 Create Mem...
2018 Calendar
agriculture-ara...
family-toddler-...
I am using Goo...
image1.JPG

Uploading Spreadsheets

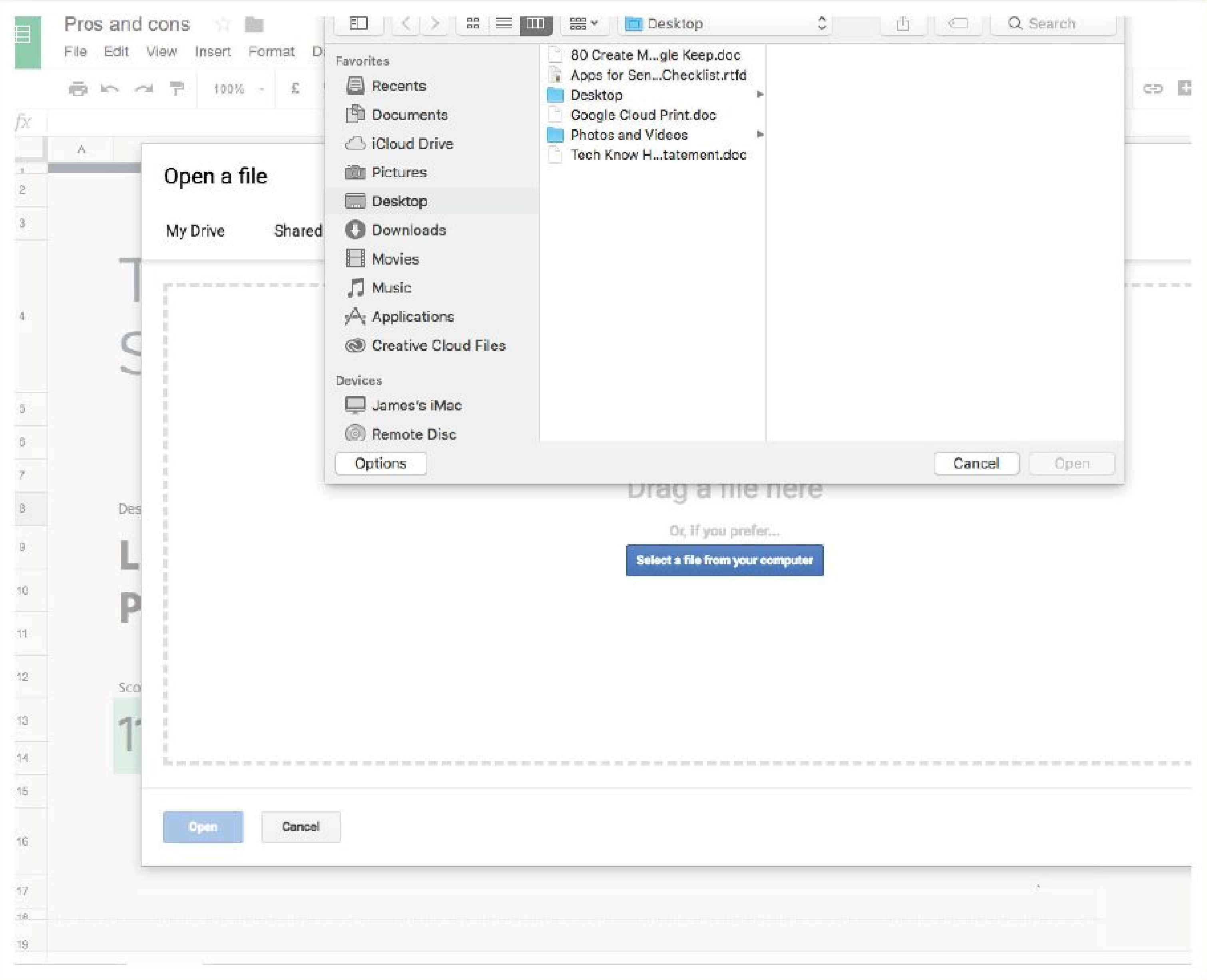
Step 1

❱ When you upload a spreadsheet into Google Drive, you have the choice to keep your spreadsheet in the original format or convert it into the Google Docs format. If you don't convert the spreadsheet, you may not be able to access it collaboratively.


Pros and cons
File Edit View Insert Format Data Tools Add-ons Help All changes saved in Drive
Share...
New
Open... ⌘O
Rename...
Make a copy...
Move to...
Move to bin
Import...
Version history
Download as
Publish to the web...
Email collaborators...
Email as attachment...
Document details...
Spreadsheet settings...
Print ⌘P
Microsoft Excel (.xlsx)
OpenDocument format (.ods)
PDF document (.pdf)
Web page (.html, zipped)
Comma-separated values (.csv, current sheet)
Tab-separated values (.tsv, current sheet)
l Destinations fo
mer 2018
Weight
Score
11
Nemo enim ipsam voluptatem 3
Qui dolorem ipsum quia dolor sit amet est qui dolorem ipsum quia 5
Autem quibusdam officiis debitis 2
Nam libero tempore cum soluta 1
Et harum quidem rerum facilis 3
Total 23

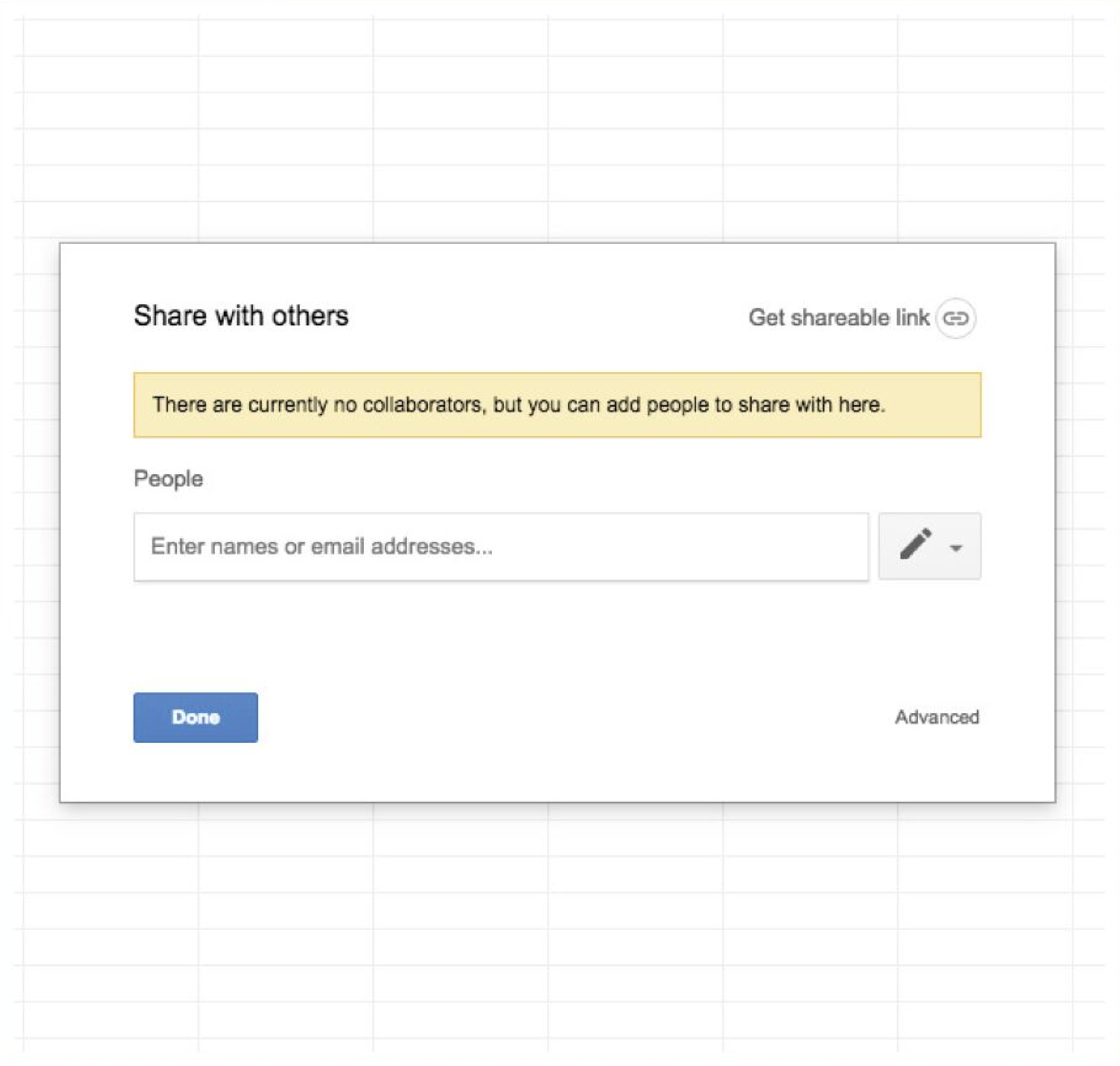
Step 2

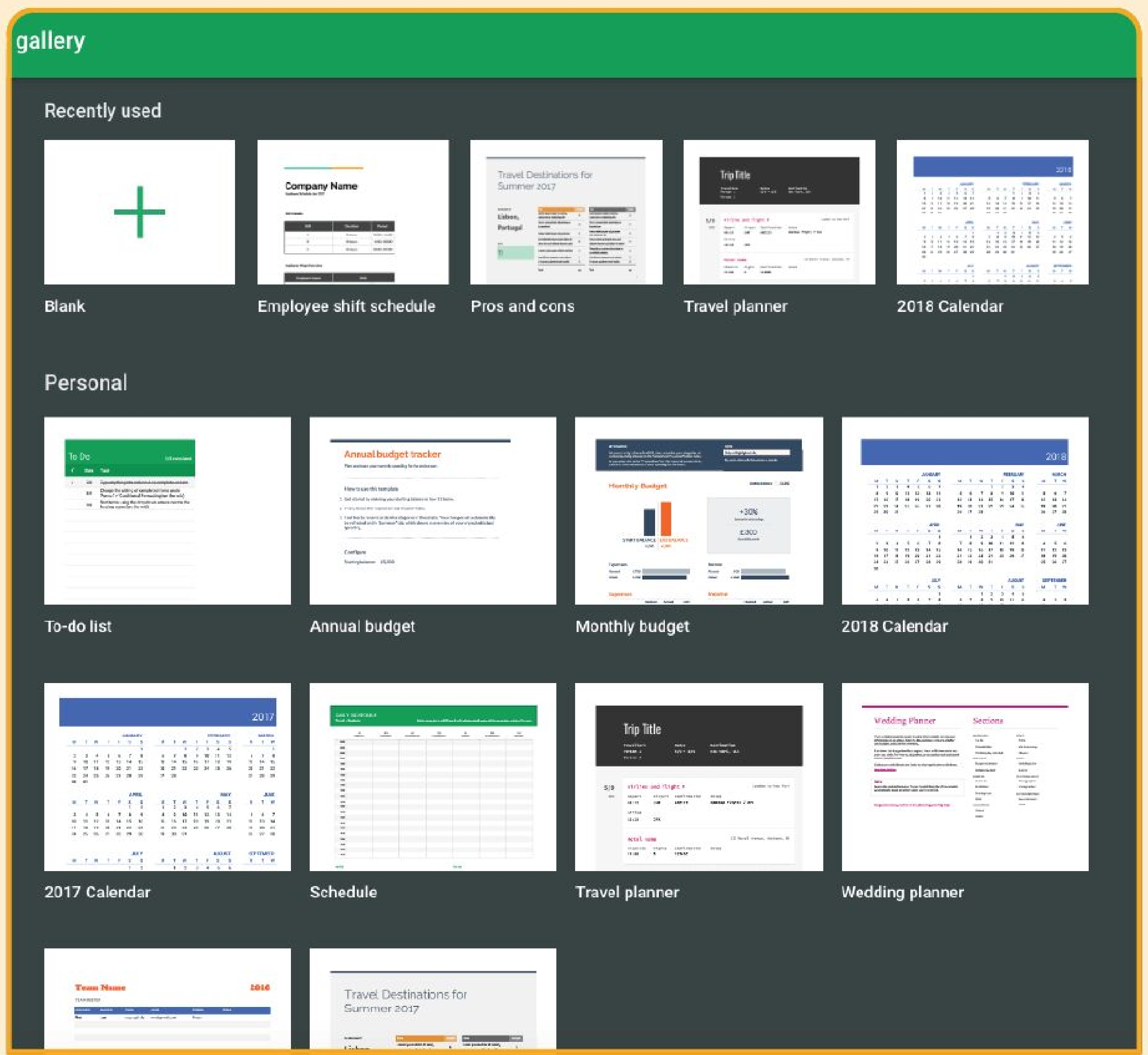
❱ Open a new Google Sheet and click the File link at the top left of your documents options list. Click Open and then Upload. The Upload window will appear leaving you to drag and drop your file into this window. The file will open automatically.


Pros and cons
Open a file
My Drive
Shared
Favorites
Recents
Documents
iCloud Drive
Pictures
Desktop
Downloads
Movies
Music
Applications
Creative Cloud Files
Devices
Remote Disc
Options
Cancel
Open
Drag a file here
Or, if you prefer...
Select a file from your computer
Open
Cancel

Step 3

❱ When the document has uploaded, click the File option, as before. From these links click on Email collaborators and enter the details of those with whom you wish to share the file. This allows you to edit and collaborate on the Google Sheet document online.


Share with others
Get shareable link
There are currently no collaborators, but you can add people to share with here.
People
Enter names or email addresses...
Done
Advanced


gallery
Recently used
Blank
Employee shift schedule
Pros and cons
Travel planner
2018 Calendar
Personal
To-do list
Annual budget
Monthly budget
2018 Calendar
2017 Calendar
Schedule
Travel planner
Wedding planner

Using Sheets Templates

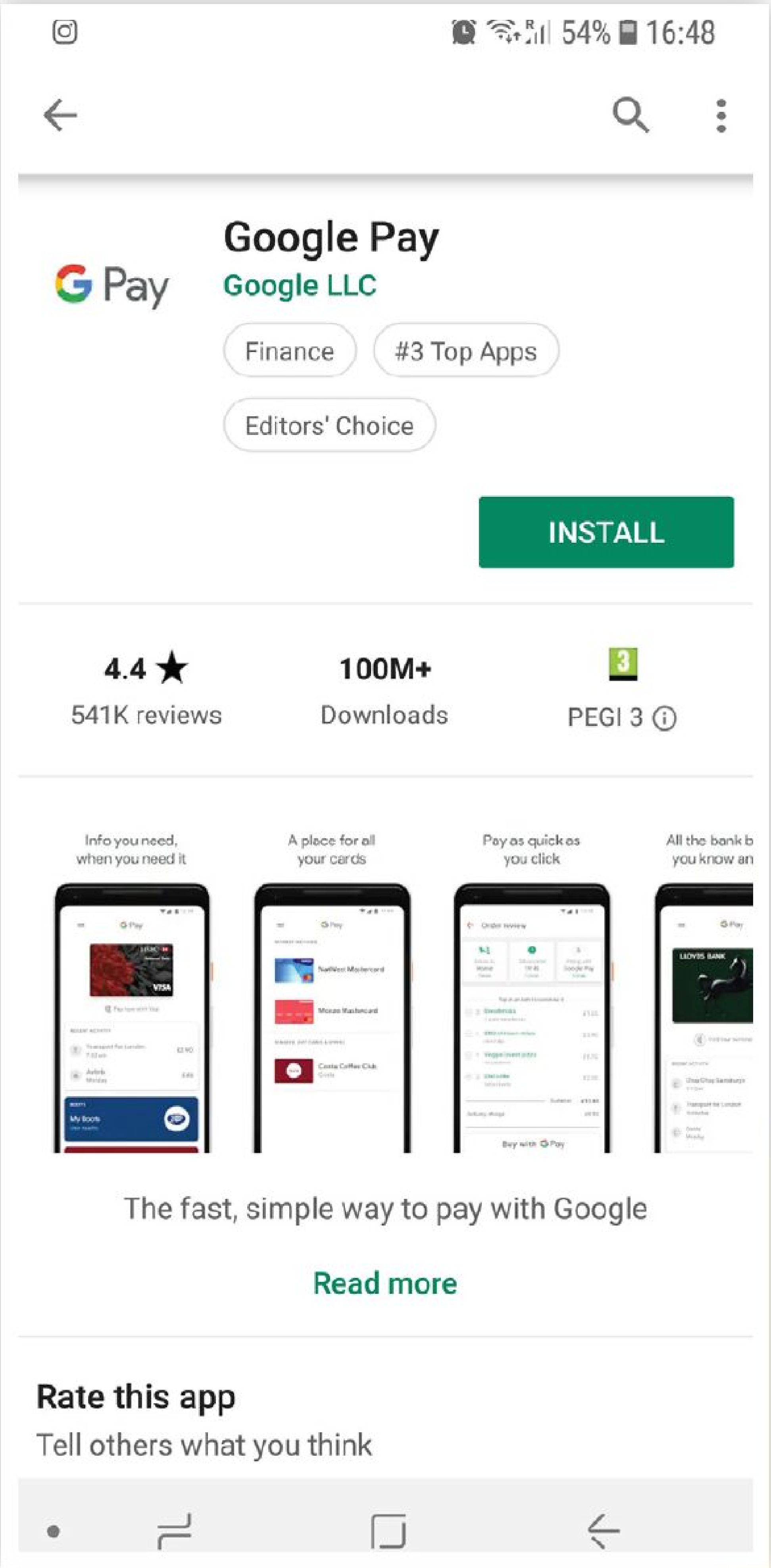
If you want to quickly create a spreadsheet, you can pick one of the templates in the templates gallery. Each template has standard text that you can replace with your own, and preset formatting that you can reuse. You can also create a spreadsheet with a template directly from your Documents List. Click the red Create button and select From template....

How to Use Google Pay

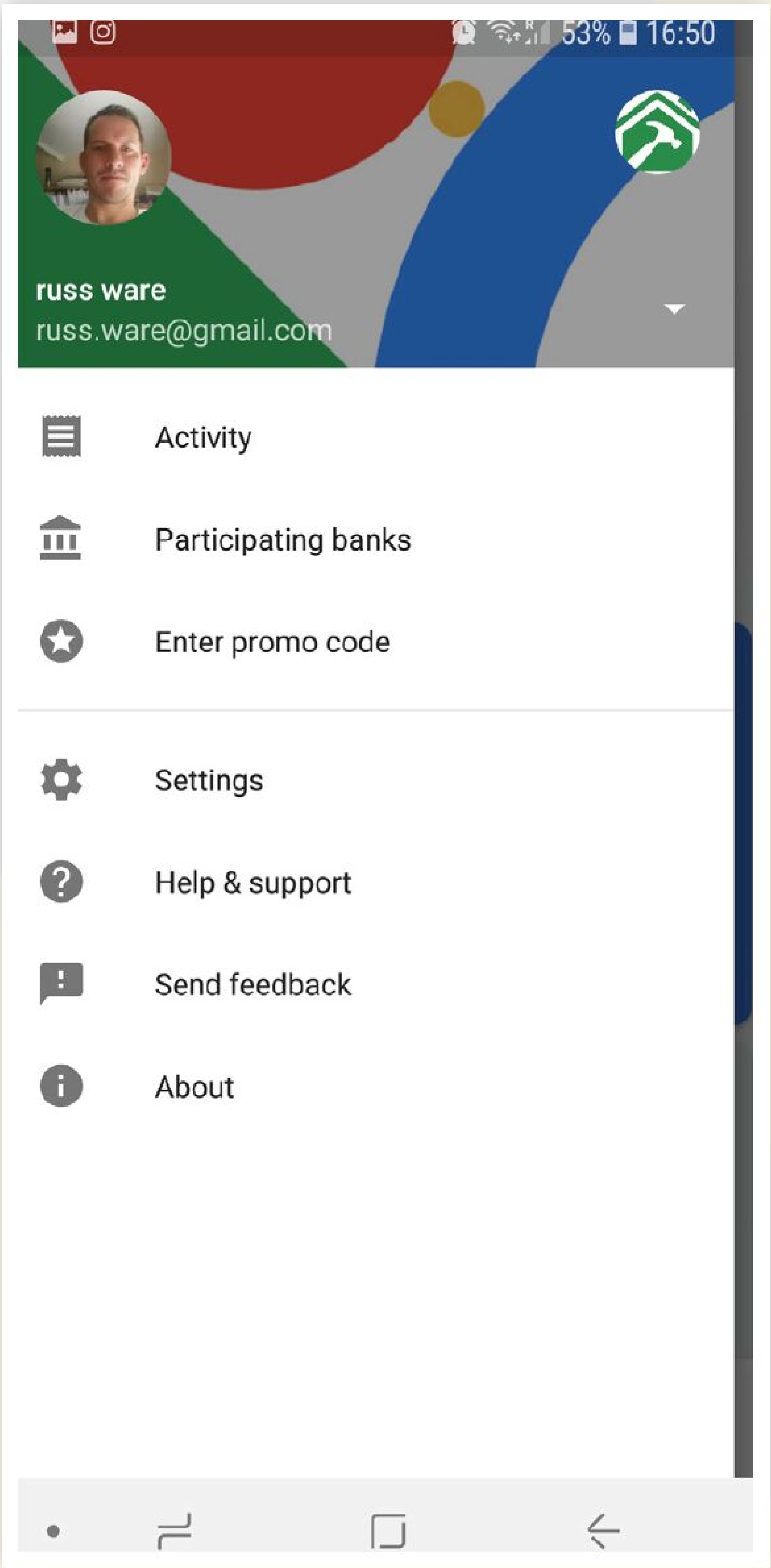
Now you can pay with it, too. Just add your credit, debit, loyalty, and gift cards to Google Pay, and start shopping in stores, in apps, and online. Google Pay can be used at shops around the world, wherever contactless payments are accepted.

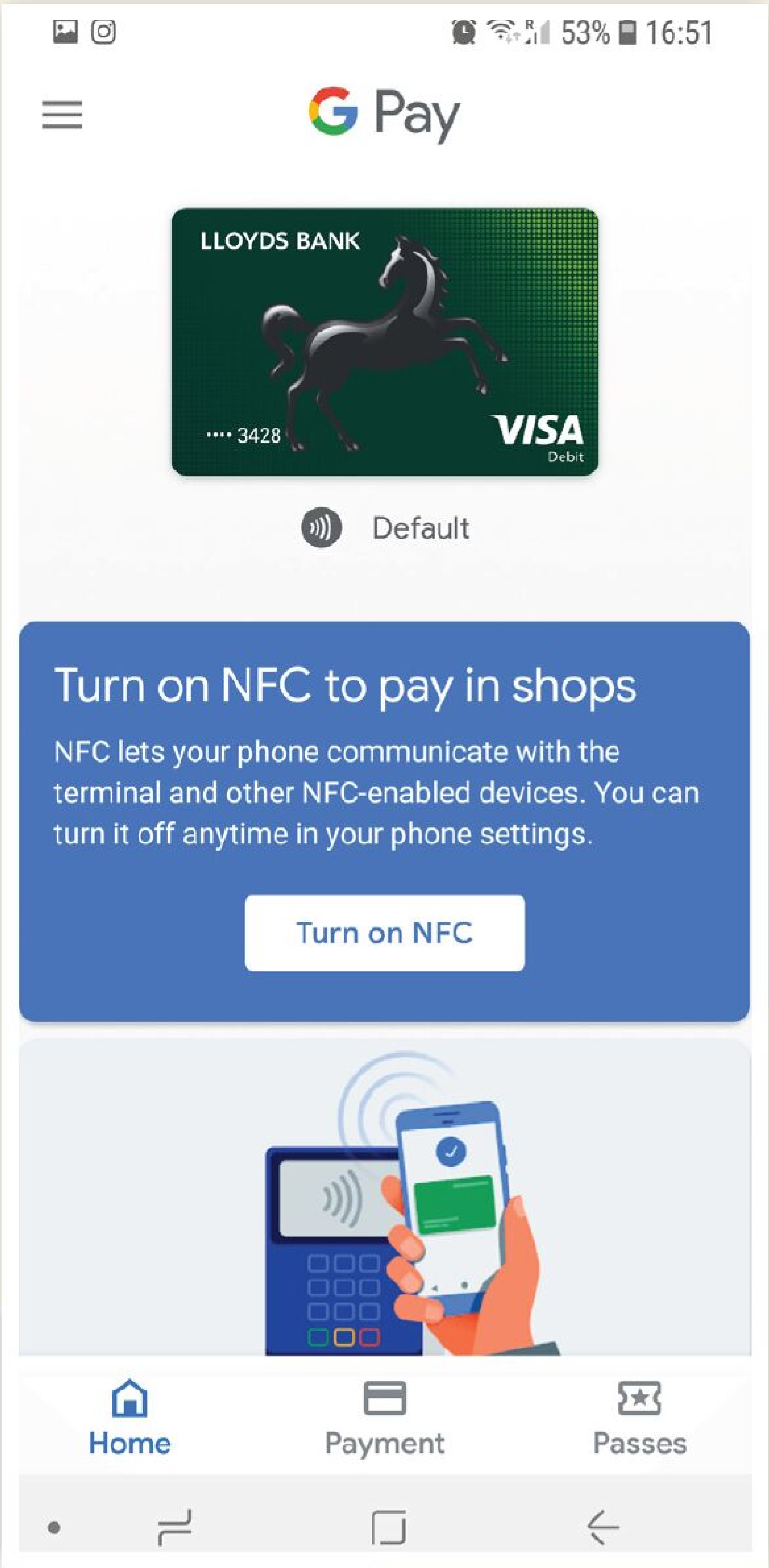
Setting Up Google Pay

Google Pay is a secure system, but as with anything to do with money and payments, it is important to make sure that you set everything up properly.


54% 16:48
Google Pay
Google LLC
Finance
#3 Top Apps
Editors' Choice
INSTALL
4.4 ★
541K reviews
100M+
Downloads
PEGI 3
Read more
Rate this app
Tell others what you think

The fast, simple way to pay with Google


53% 16:50
russ ware
russ.ware@gmail.com
Activity
Participating banks
Enter promo code
Settings
Help & support
Send feedback
About


53% 16:51
G Pay
LLOYDS BANK
•••• 3428
VISA
Debit
Default
Turn on NFC
Home
Payment
Passes

Turn on NFC to pay in shops

NFC lets your phone communicate with the terminal and other NFC-enabled devices. You can turn it off anytime in your phone settings.

Step 1

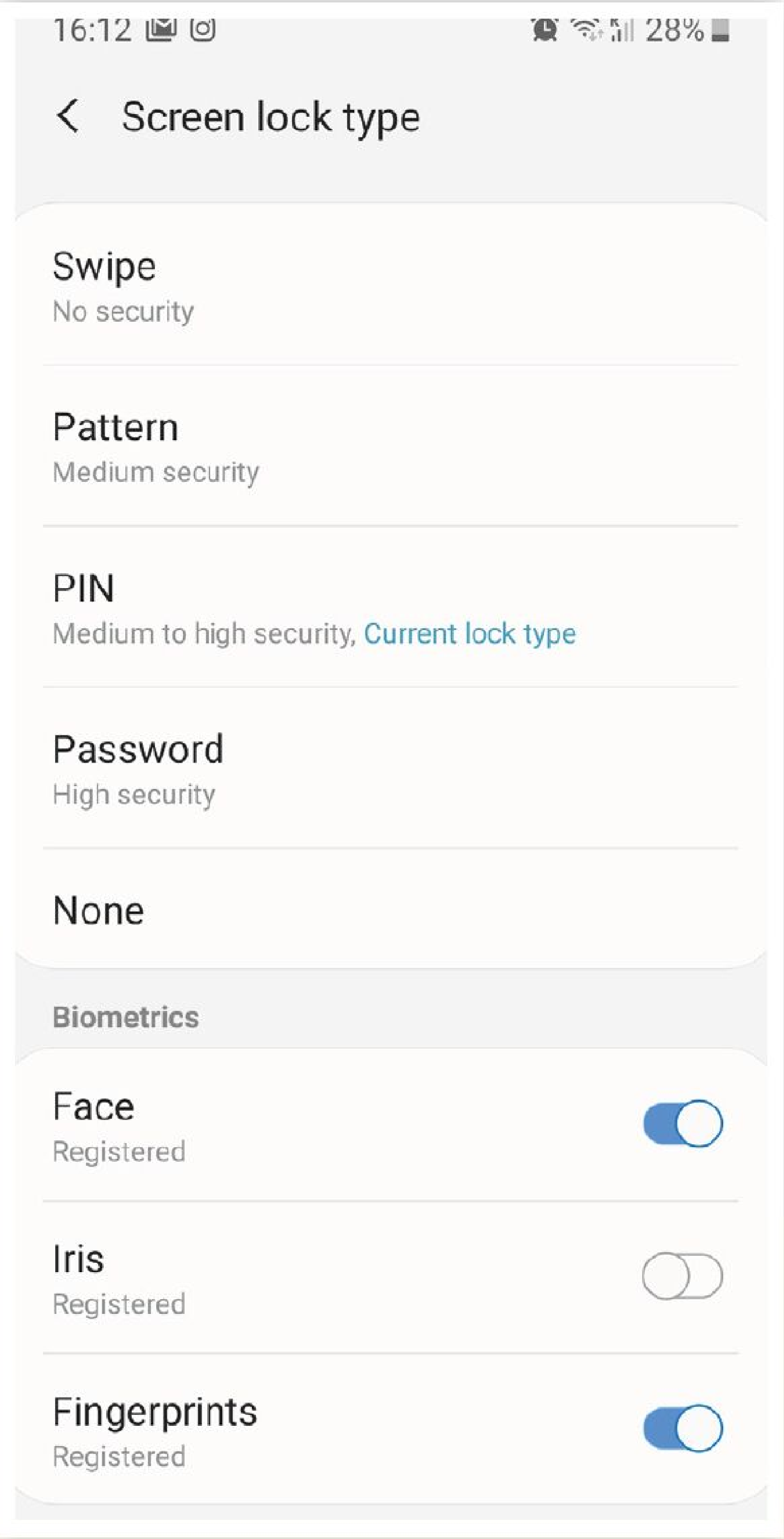
❱ You will need to make sure that you have your credit/debit card or cards close at hand, and have all the details available (account numbers, sort codes, security numbers, etc.) You will also need to download the Google Pay app from Google Play, if you don't already have it on your phone.

Step 2

❱ Once installed, tap the app icon and then tap "Get Started" and choose the Google account to use with the app (if you have more than one). If you already have a credit or debit card registered to your Google account it will be displayed, along with the option to add a different card.

Step 3

❱ Whichever option you choose, you will have to add information, including CVC codes and other security information (we can't show a screenshot of this process, due to a security feature that prohibits the information being captured). Complete the info requested and accept the terms.



16:12 28%

Screen lock type

Swipe
No security

Pattern
Medium security

PIN
Medium to high security, Current lock type

Password
High security

None

Biometrics

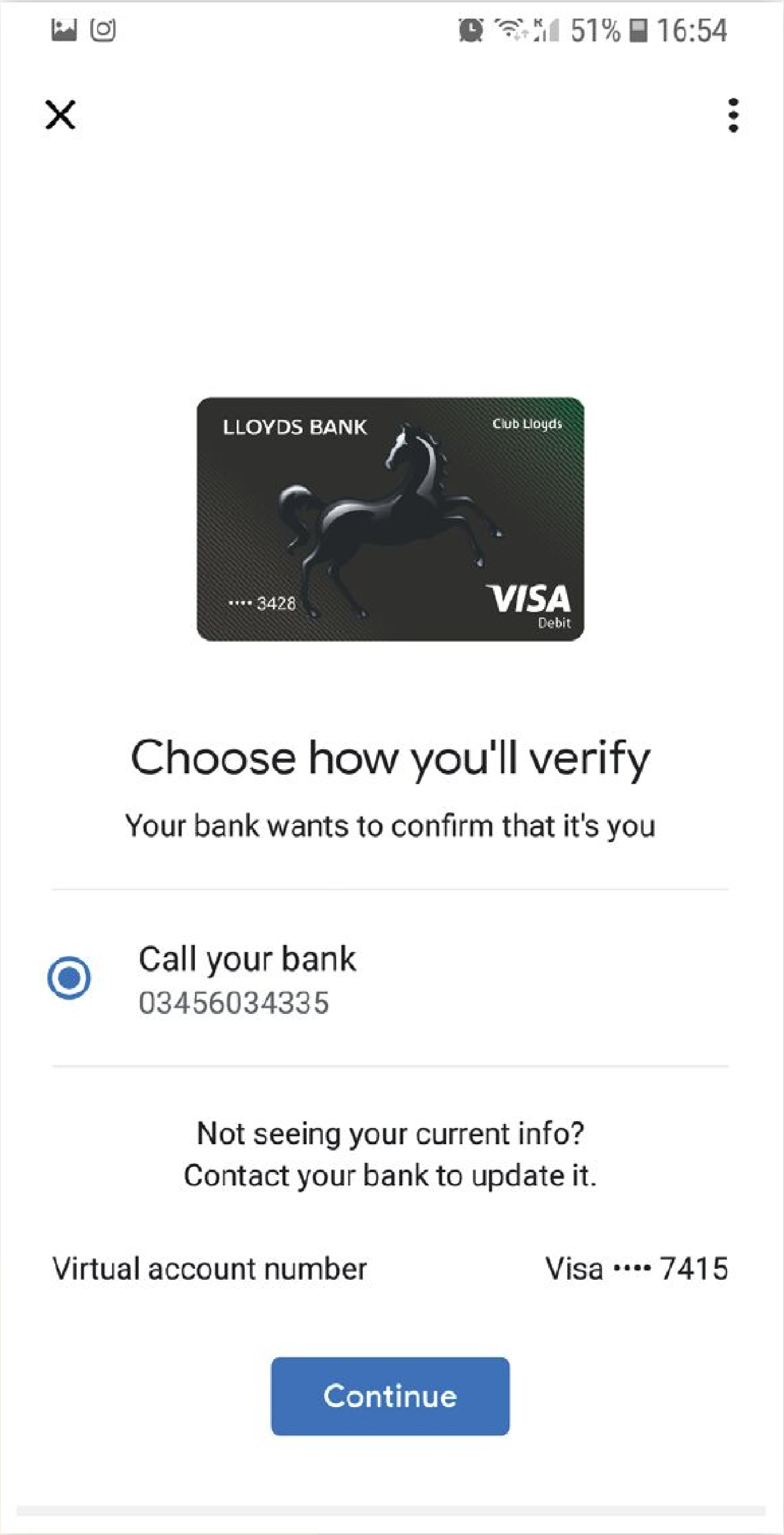
Face
Registered

Iris
Registered

Fingerprints
Registered

Step 4

If you don't already have a screen lock set up on your phone, you will need to set one up now, for an additional level of security on top of the app security. It is a good idea to set the screen lock delay to zero. In some cases, small purchases can be made even when the phone is locked.



51% 16:54

Choose how you'll verify

Your bank wants to confirm that it's you

● Call your bank
03456034335

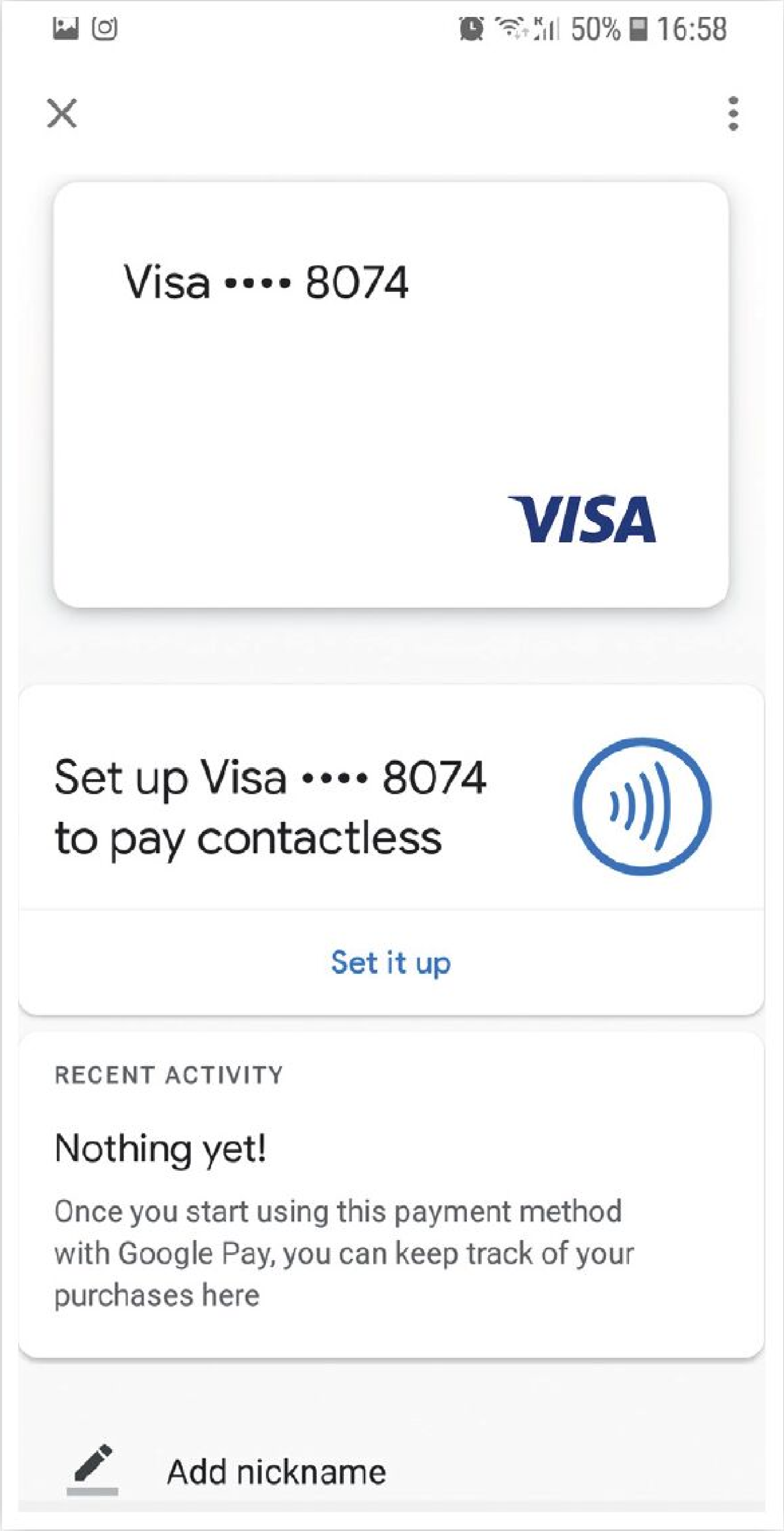
Not seeing your current info?
Contact your bank to update it.

Virtual account number Visa •••• 7415

Continue

Step 5

The next step is to verify your card with your bank. In most cases, you will need to call a number specifically for Google Pay verification, but this can vary between different banks/card issuers. The number should automatically be entered into your phone dialer. Call and follow the instructions.



50% 16:58

Visa •••• 8074

Set up Visa •••• 8074 to pay contactless

Set it up

RECENT ACTIVITY

Nothing yet!

Once you start using this payment method with Google Pay, you can keep track of your purchases here

Add nickname

Step 6

Once verified, the last thing you need to do to start using contactless Google Pay in stores that offer the service, is to enable NFC. NFC, or Near Field Communication, allows your phone to communicate with the contactless terminals. Either turn it on here, or turn it on in your main setting menu.

Security and Advantages of Google Pay

Google Pay is not only secure, it also makes shopping easier, no matter if you are buying a loaf of bread at your local supermarket or the latest fashions online.

Purchase Tracking
As soon as you make a purchase, you'll see a payment confirmation that shows you exactly where a given transaction happened, along with the merchant's name and number. So it's easy to catch any suspicious activity.

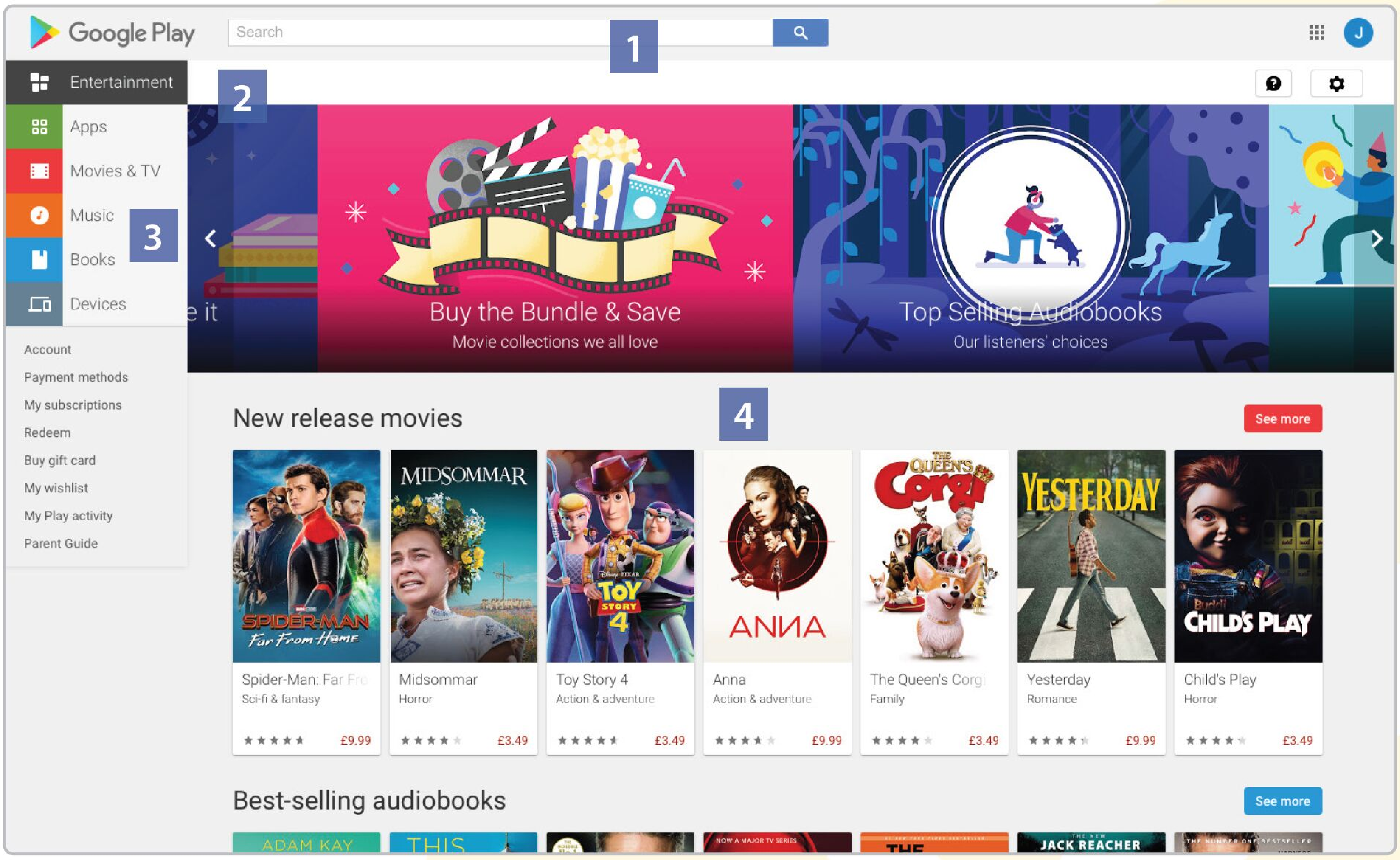
Tokenisation
When you use your phone to pay in stores, Google Pay doesn't send your actual credit or debit card number with your payment. Instead it uses a virtual account number to represent your account info – so your card details stay safe and secure.

Simple App Checkouts
Google Pay makes it easy to check out in apps and online. There is no need to enter your card details every time you buy something. When you're shopping in your favourite app just choose Google Pay (if available) at checkout and save yourself some time.

G Pay
freedom
•••• 9112
VISA
Google

Get Inside the Google Play Store

The Google Play store is, for almost all of your entertainment needs, a one-stop shop. You can search for apps, books, songs, movies and magazines, any of which can be accessed on your Android smartphone or tablet and on your desktop.


Google Play
Search
1
2
3
4
Entertainment
Apps
Movies & TV
Music
Books
Devices
Account
Payment methods
My subscriptions
Redeem
Buy gift card
My wishlist
My Play activity
Parent Guide
Buy the Bundle & Save
Movie collections we all love
Top Selling Audiobooks
Our listeners' choices
New release movies
See more
Spider-Man: Far Fro
Sci-fi & fantasy
£9.99
Midsommar
Horror
£3.49
Toy Story 4
Action & adventure
£3.49
Anna
Action & adventure
£9.99
The Queen's Corgi
Family
£3.49
Yesterday
Romance
£9.99
Child's Play
Horror
£3.49
Best-selling audiobooks
See more

1 Search

› You can search Google Play just as you would search on Google. When you type your search term, suggestions will appear below the search box. Previously searched terms that are similar will show at the top of the suggestions box.

2 The Google Play Home Screen

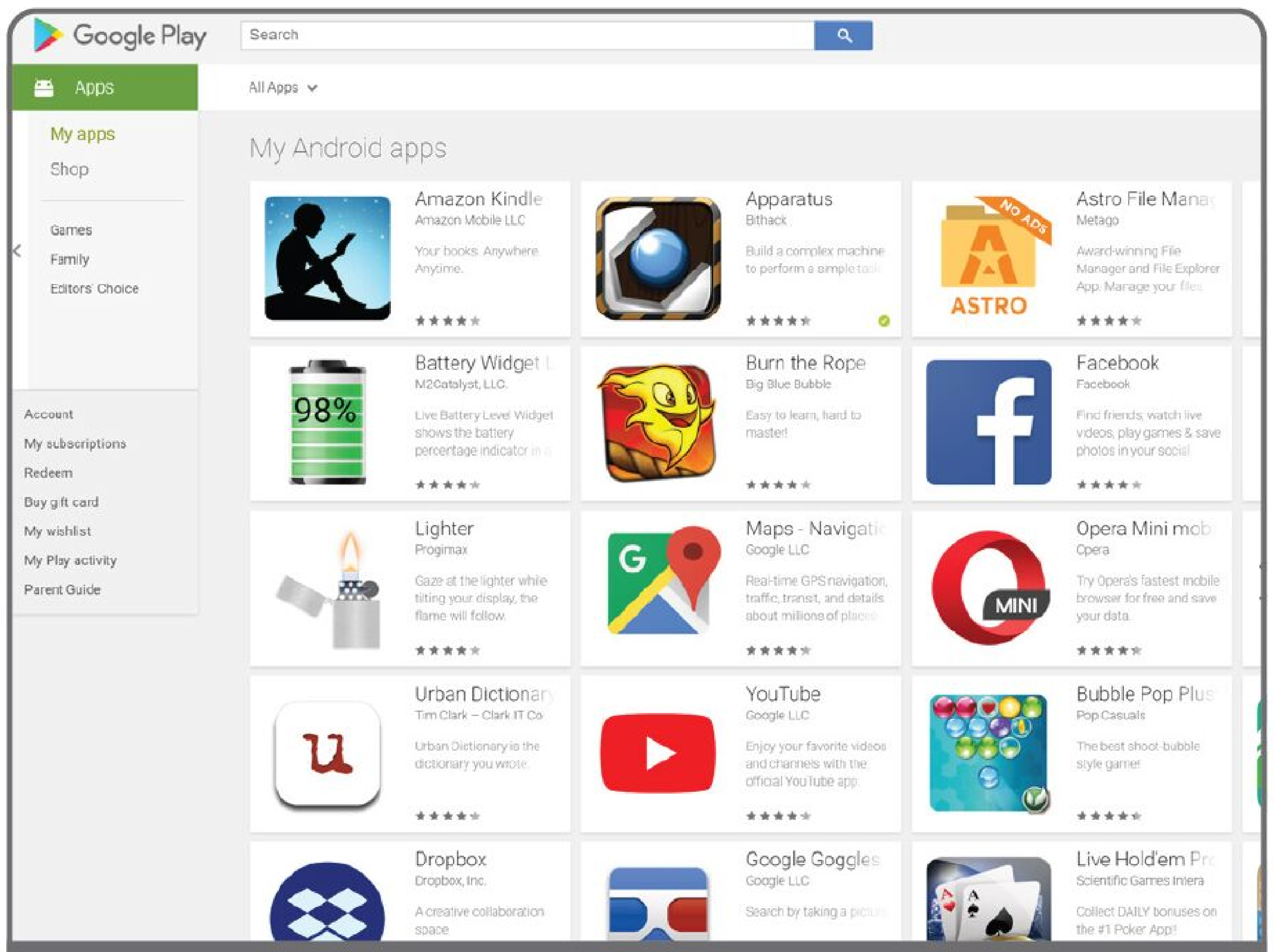
› This is the main retail hub of Google Play, it contains the latest releases by format and your personal recommendations for apps, books, movies and other media based on what you have searched for and installed previously. It can also be based on recommendations by people in your Google+ circles.

3 Play Store Content Controls

› You can search Google Play just as you would search on Google. When you type your search term, suggestions will appear below the search box. Previously searched terms that are similar will show at the top of the suggestions box.

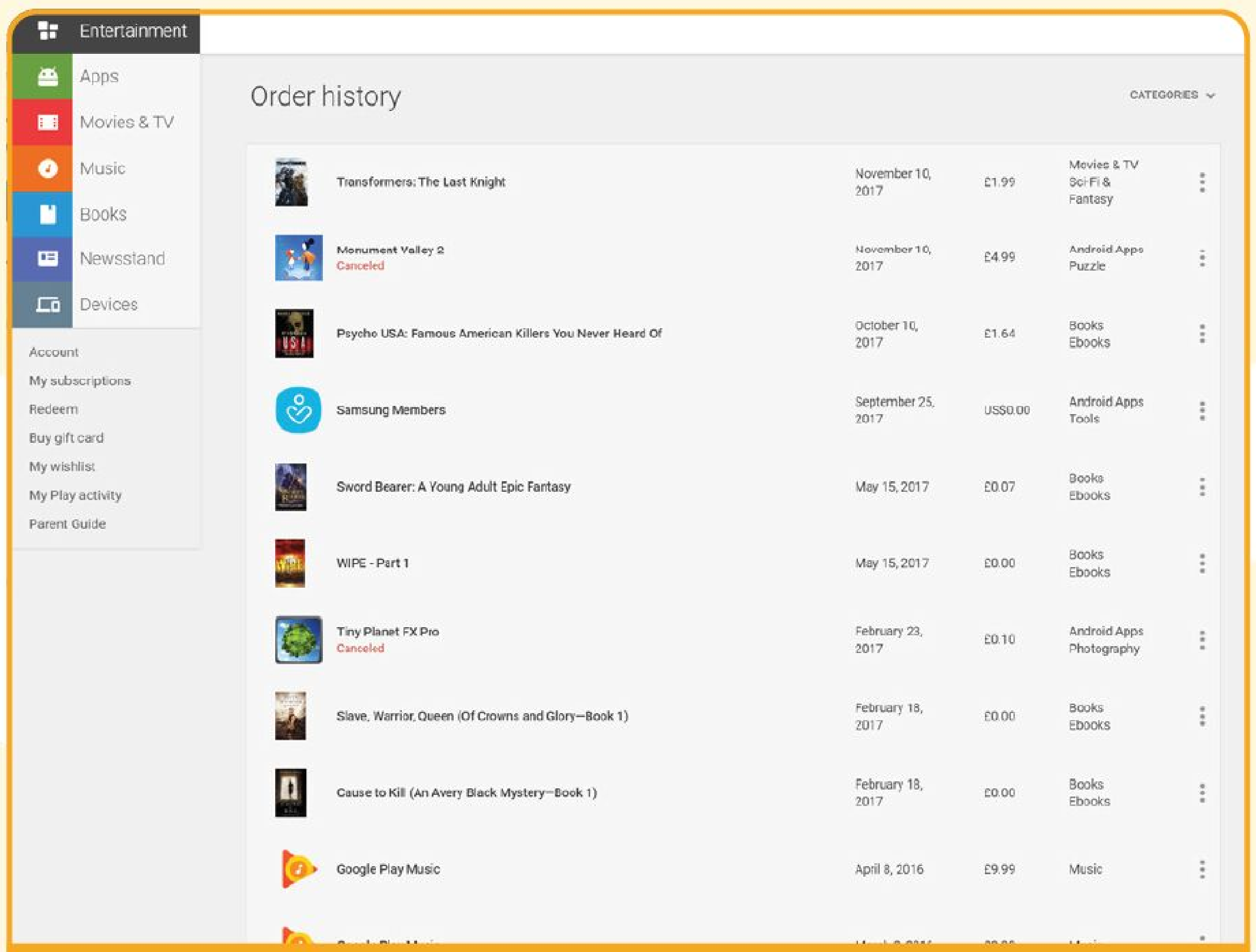
4 Recommended Content

› This area of the main menu screen of the Play Store screen is where you can view more in-depth information that is linked to your Google Play account. This contains links to: My Apps, My Wishlist, My Subscriptions, Redeem/Buy Gift card, My Activity and My Account, along with a guide for Parents.


Google Play
Search
Apps
My apps
Shop
Games
Family
Editors' Choice
Account
My subscriptions
Redeem
Buy gift card
My wishlist
My Play activity
Parent Guide
All Apps
My Android apps
Amazon Kindle
Apparatus
Astro File Mana
Battery Widget
Burn the Rope
Facebook
Lighter
Maps - Navigati
Opera Mini mob
Urban Dictionar
YouTube
Bubble Pop Plus
Dropbox
Google Goggles
Live Hold'em Pr

My Applications

Tap the My Apps link and a list of all installed apps on your device is displayed. The apps are split into sections showing you those which are up to date, recently updated and need updates (at the top of the list). You can tap each app individually to update it or tap the Update All button at the top of the screen. You will need to grant permissions for each app that needs updating.


Entertainment
Apps
Movies & TV
Music
Books
Newsstand
Devices
Account
My subscriptions
Redeem
Buy gift card
My wishlist
My Play activity
Parent Guide
CATEGORIES

Order history

Transformers: The Last Knight	November 10, 2017	£1.99	Movies & TV Sci-Fi & Fantasy
Monument Valley 2 Canceled	November 10, 2017	£4.99	Android Apps Puzzle
Psycho USA: Famous American Killers You Never Heard Of	October 10, 2017	£1.64	Books Ebooks
Samsung Members	September 25, 2017	US$0.00	Android Apps Tools
Sword Bearer: A Young Adult Epic Fantasy	May 15, 2017	£0.07	Books Ebooks
WIPE - Part 1	May 15, 2017	£0.00	Books Ebooks
Tiny Planet FX Pro Canceled	February 23, 2017	£0.10	Android Apps Photography
Slave, Warrior, Queen (Of Crowns and Glory—Book 1)	February 18, 2017	£0.00	Books Ebooks
Cause to Kill (An Avery Black Mystery—Book 1)	February 18, 2017	£0.00	Books Ebooks
Google Play Music	April 8, 2016	£9.99	Music

Account Settings

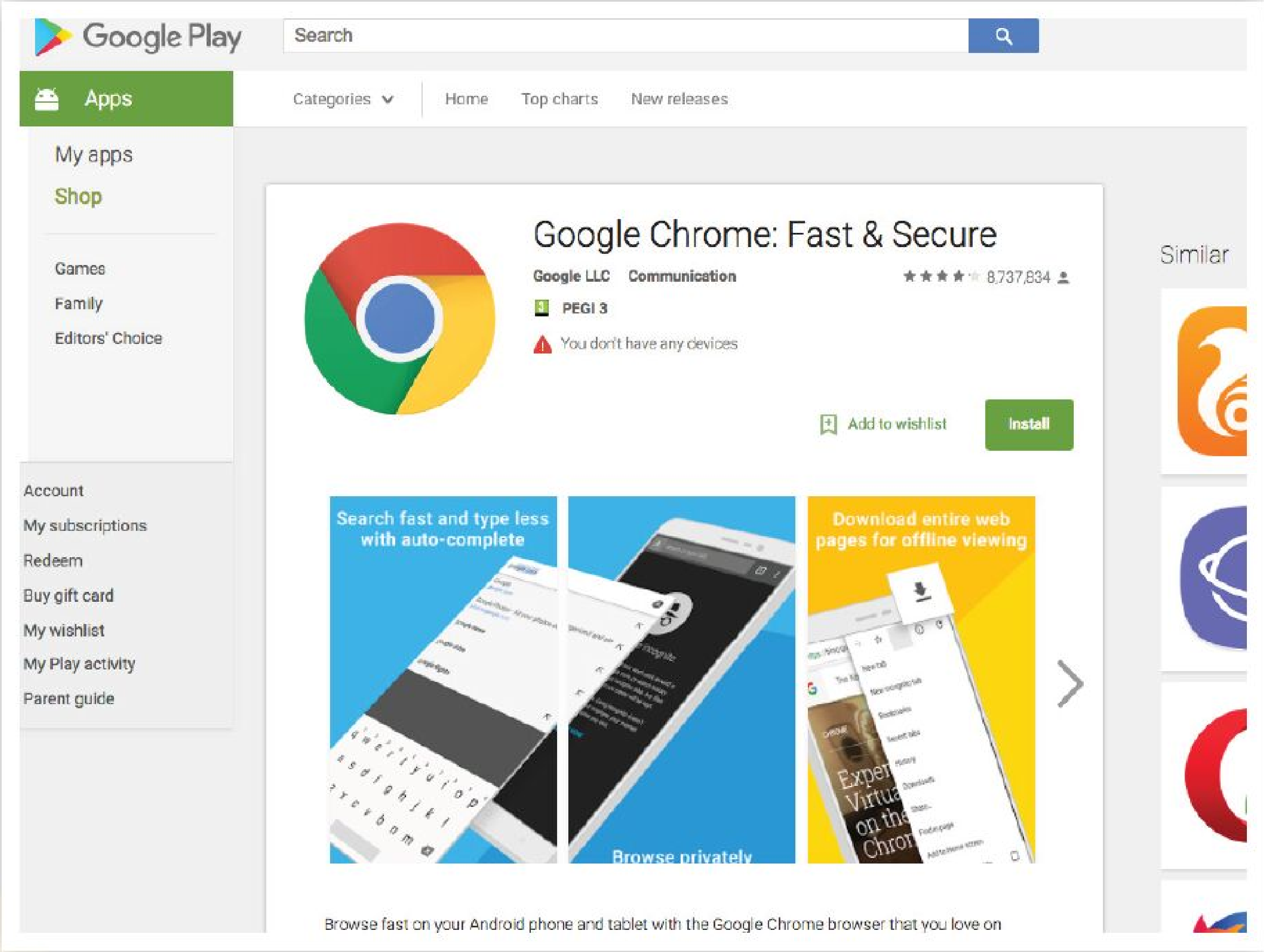
The My Account link will show you an overview of your account activity, including you Play Store balance, payment method and order history. Tap Settings to get to the account settings screen. Here you can modify notifications, decide if apps are updated automatically, and whether installed apps are added to the home screen.

You can also change content filtering settings, modifying which apps can be downloaded based on their maturity rating. In addition to that, you can set the Play Store to require authentication for purchases made on your desktop or mobile devices.

Download Apps & Files

Step 1

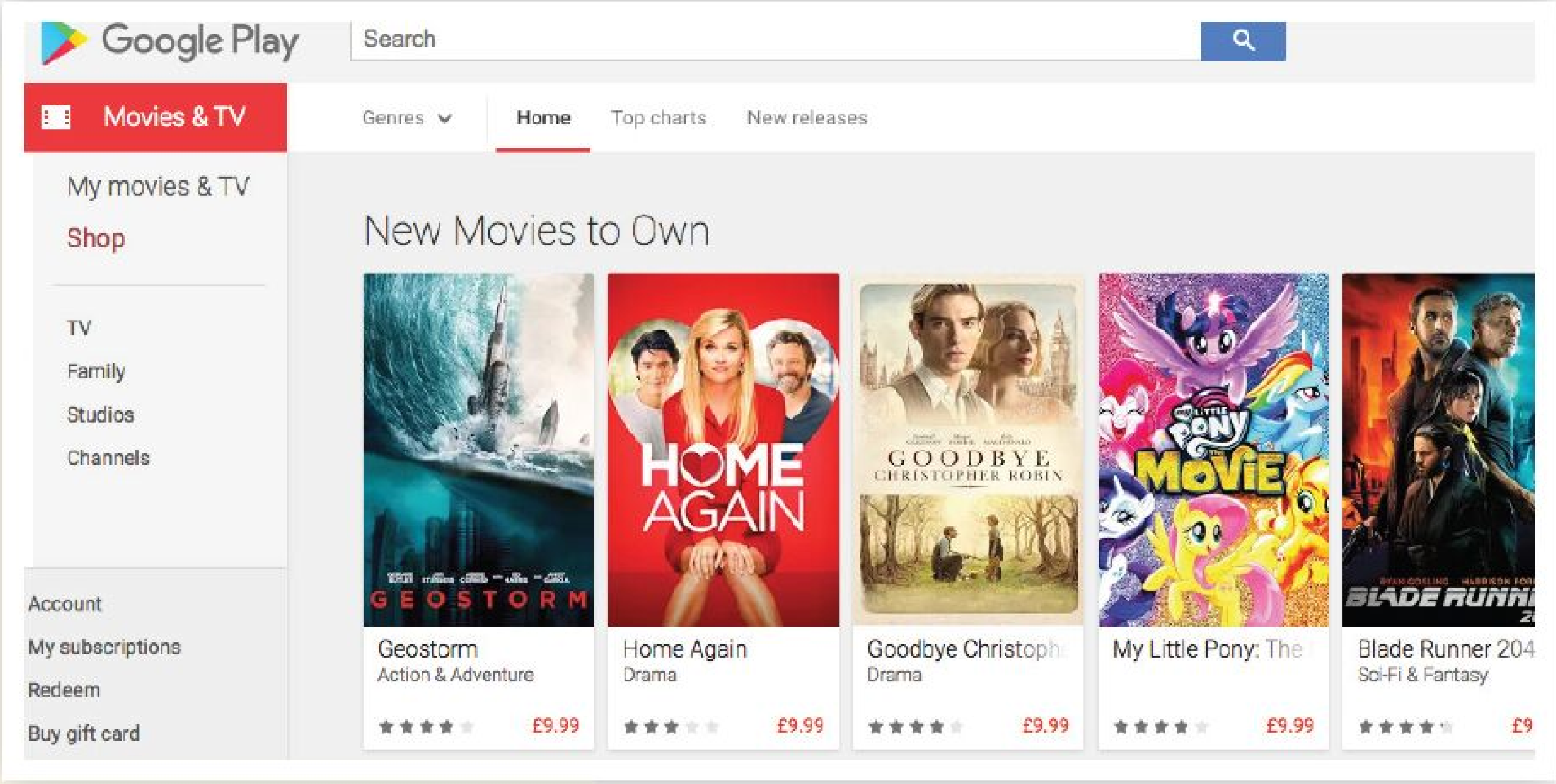
› Downloading apps, games, movies, music or books is essentially the same process. Tap the app, movie or book you want to download and read the information screen. If you want to proceed, tap the install button or the price button. If downloading apps or games, you will need to agree to the permissions which are what the app needs to access on your device, such as messages or certain settings. The app or game will then install automatically.


Google Play
Search
Apps
Categories
Home
Top charts
New releases
My apps
Shop
Games
Family
Editors' Choice
Account
My subscriptions
Redeem
Buy gift card
My wishlist
My Play activity
Parent guide
Google Chrome: Fast & Secure
Google LLC
Communication
PEGI 3
You don't have any devices
Add to wishlist
Install
Similar
Search fast and type less with auto-complete
Browse privately
Download entire web pages for offline viewing

Browse fast on your Android phone and tablet with the Google Chrome browser that you love on

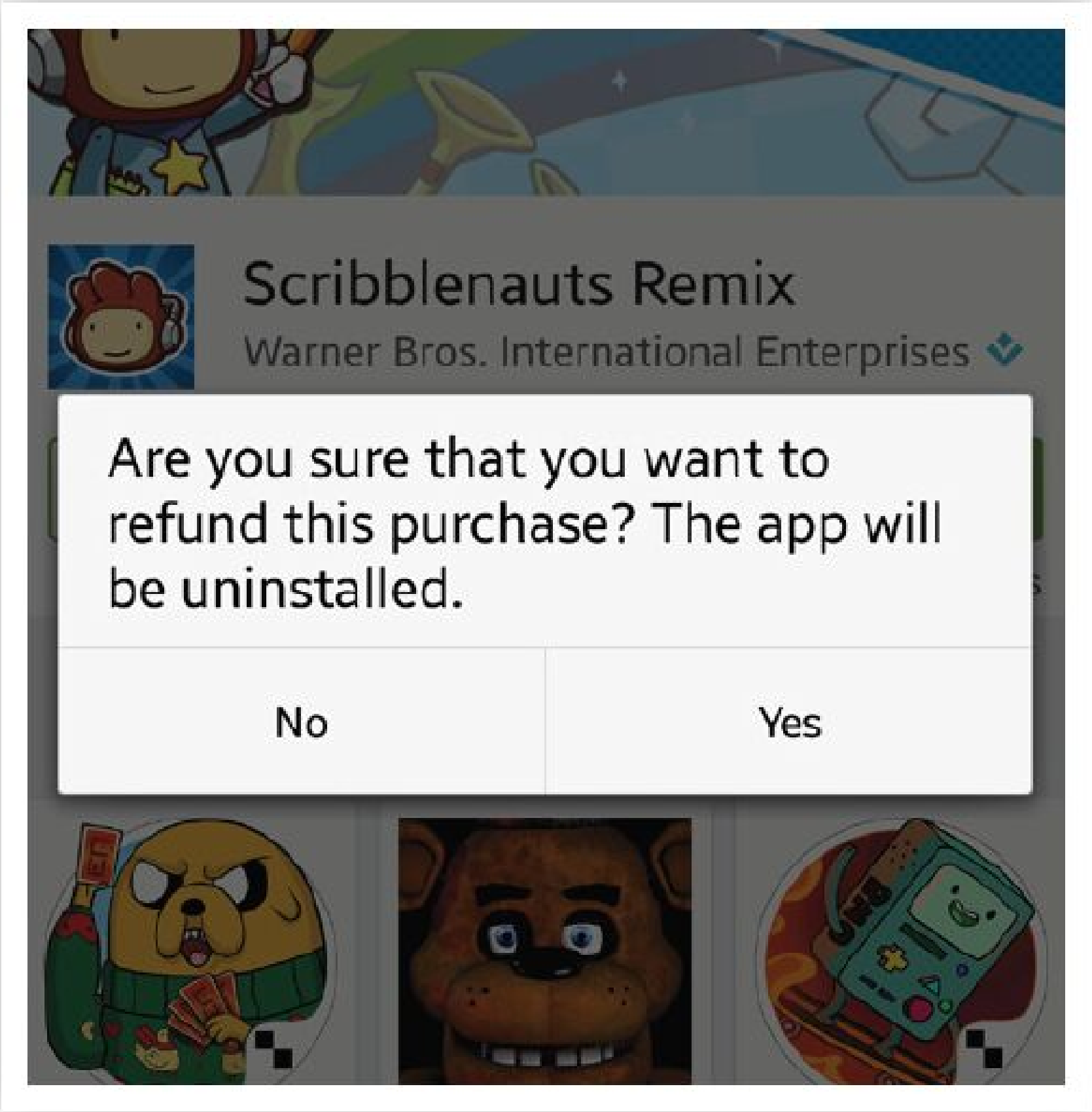
Step 2

› Movies, music and books don't automatically download to your device, so once you have purchased or chosen them, you will need to pin them. Pinning means downloading, or keeping the content on your device for offline viewing.


Google Play
Search
Movies & TV
Genres
Home
Top charts
New releases
My movies & TV
Shop
TV
Family
Studios
Channels
Account
My subscriptions
Redeem
Buy gift card
New Movies to Own
Geostorm
Action & Adventure
£9.99
Home Again
Drama
£9.99
Goodbye Christoph
Drama
£9.99
My Little Pony: The
£9.99
Blade Runner 204
Sci-Fi & Fantasy

Step 3

› Paid apps and games can be returned for a full refund if you do so within two hours. You simply need to open the app page on Google Play and the price button will say refund instead. After two hours, refunds are at the app developer's discretion.


Scribblenauts Remix
Warner Bros. International Enterprises
No
Yes

Are you sure that you want to refund this purchase? The app will be uninstalled.

Create a Blog with Blogger

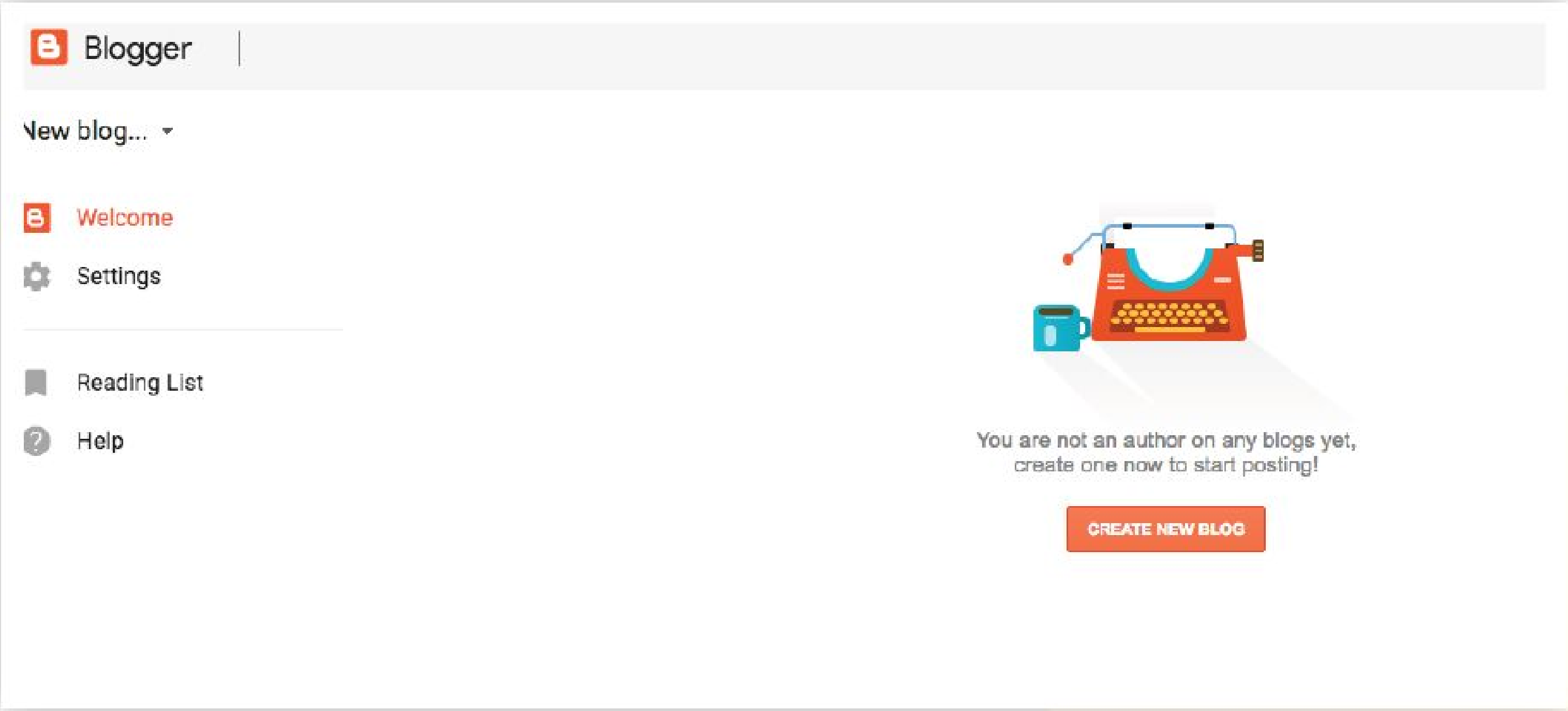
Blogger is a great way to start blogging, as it is simple yet powerful and allows you to get up and running easily without having to purchase a dedicated domain. If you are new to blogging, and want to dip your toe in without taking the plunge, Blogger is the way to do it.

Get Started with Blogger

The first thing to do is open www.blogger.com in your browser and sign in using your Google account username and password.

Step 1

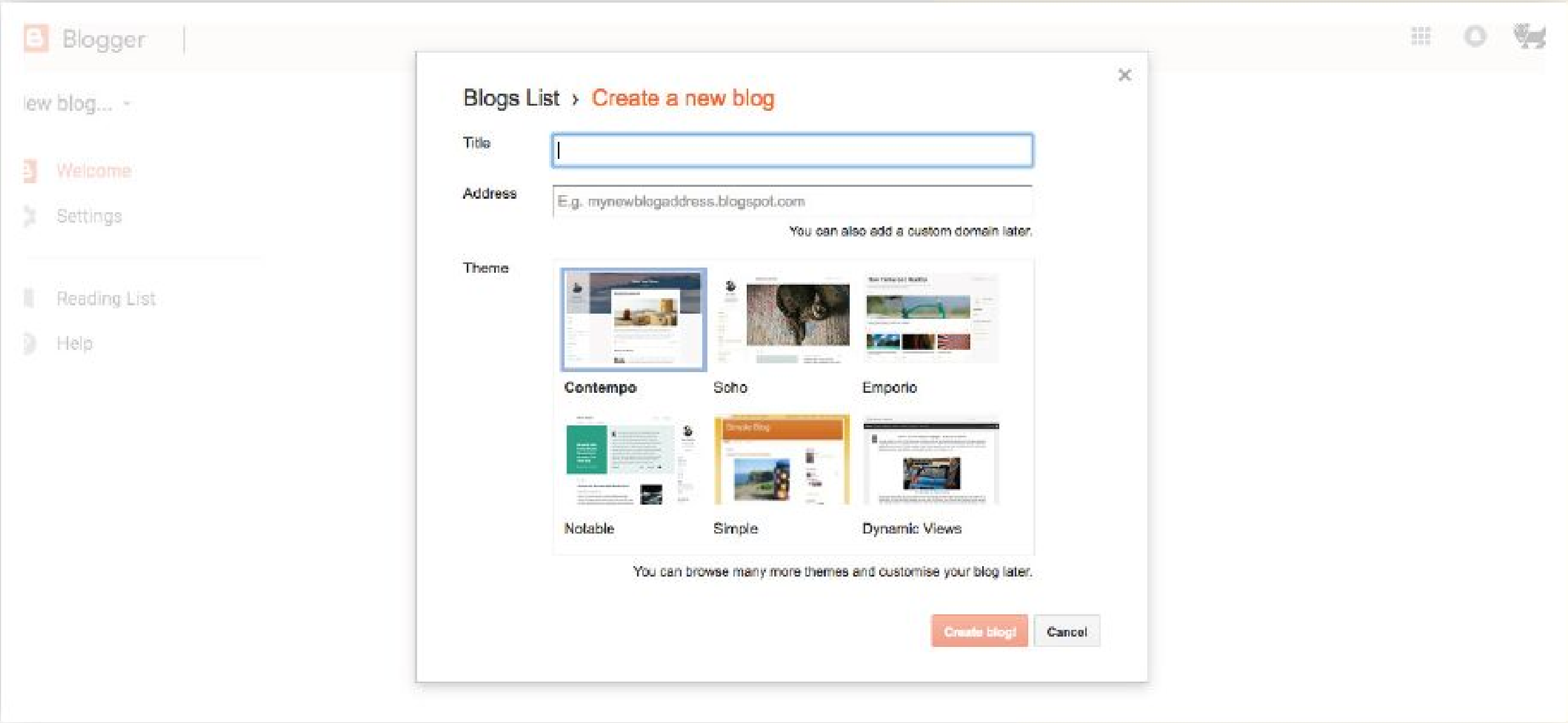
› The main Blogger screen is fairly simple; until you create your first blog, barely anything is shown here. You will see a couple of buttons and some news from Blogger Buzz, the official Blogger blog. To get started, click the New Blog button at the bottom middle of the screen.


Blogger
New blog...
Welcome
Settings
Reading List
Help
CREATE NEW BLOG

You are not an author on any blogs yet, create one now to start posting!

Step 2

› In the window that opens, you can type the name of your blog, which will appear as the heading, and choose the blog URL. Any Google hosted blog will have .blogspot.com at the end of the URL, with the part you add appearing before it. Try to choose a URL which relates to the content of the blog, e.g. cupcakerecipes.blogspot.com or mythoughts.blogspot.com.


Blogger
ew blog...
Welcome
Settings
Reading List
Help
Blogs List › Create a new blog
Title
Address
Theme
Contempo
Soho
Emporio
Notable
Simple
Dynamic Views
Create blog!
Cancel

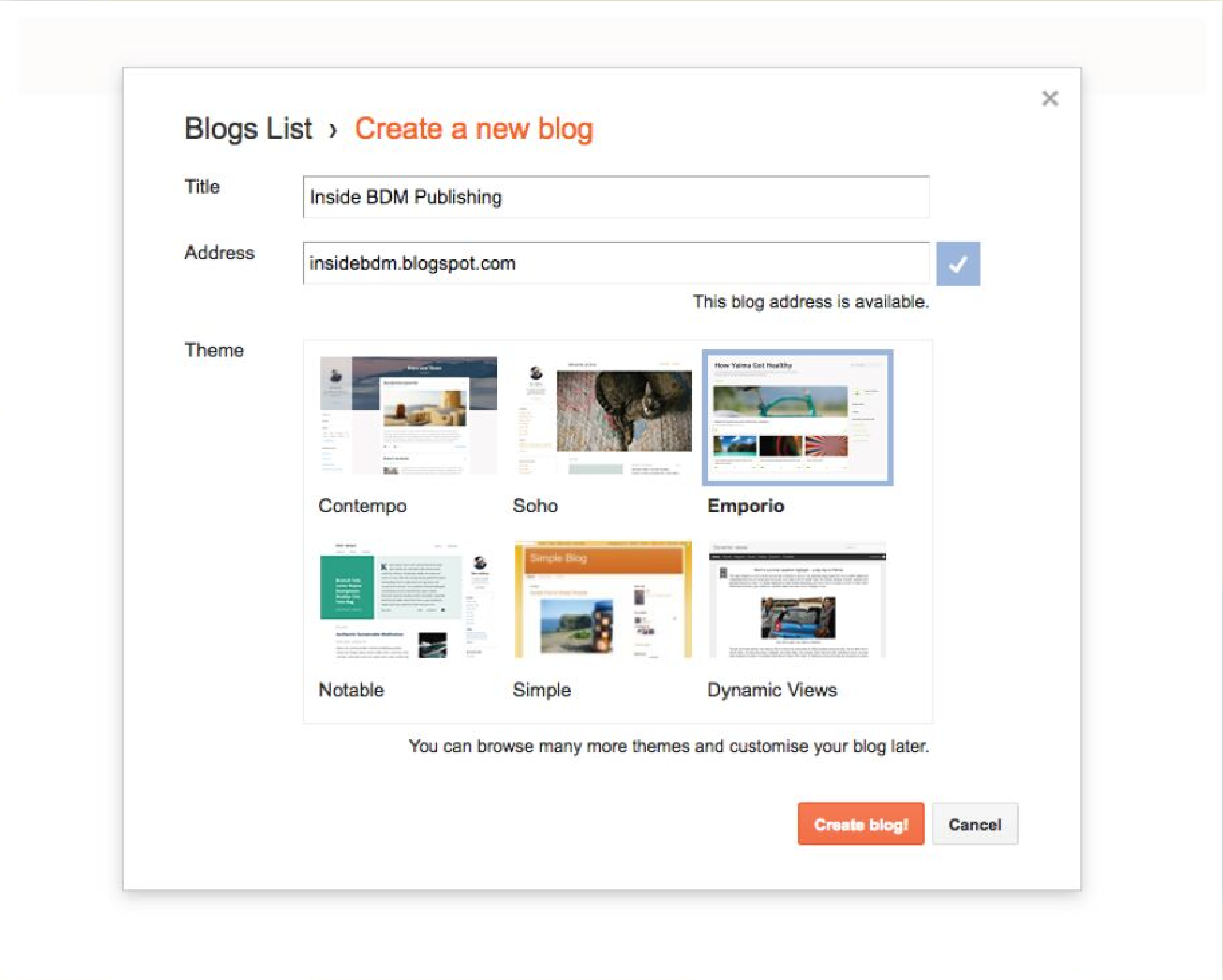
Address: E.g. mynewblogaddress.blogspot.com

You can also add a custom domain later.

You can browse many more themes and customise your blog later.

Step 3

› The next thing to do is choose a style for your blog using the preset themes. There are several basic themes to choose from here but don't worry too much as you can easily change the style at any time. For now, stick with the default Simple theme. Click Create Blog to continue.


Blogs List › Create a new blog
Theme
Contempo
Soho
Emporio
Notable
Simple
Dynamic Views
Create blog!
Cancel

Title: Inside BDM Publishing

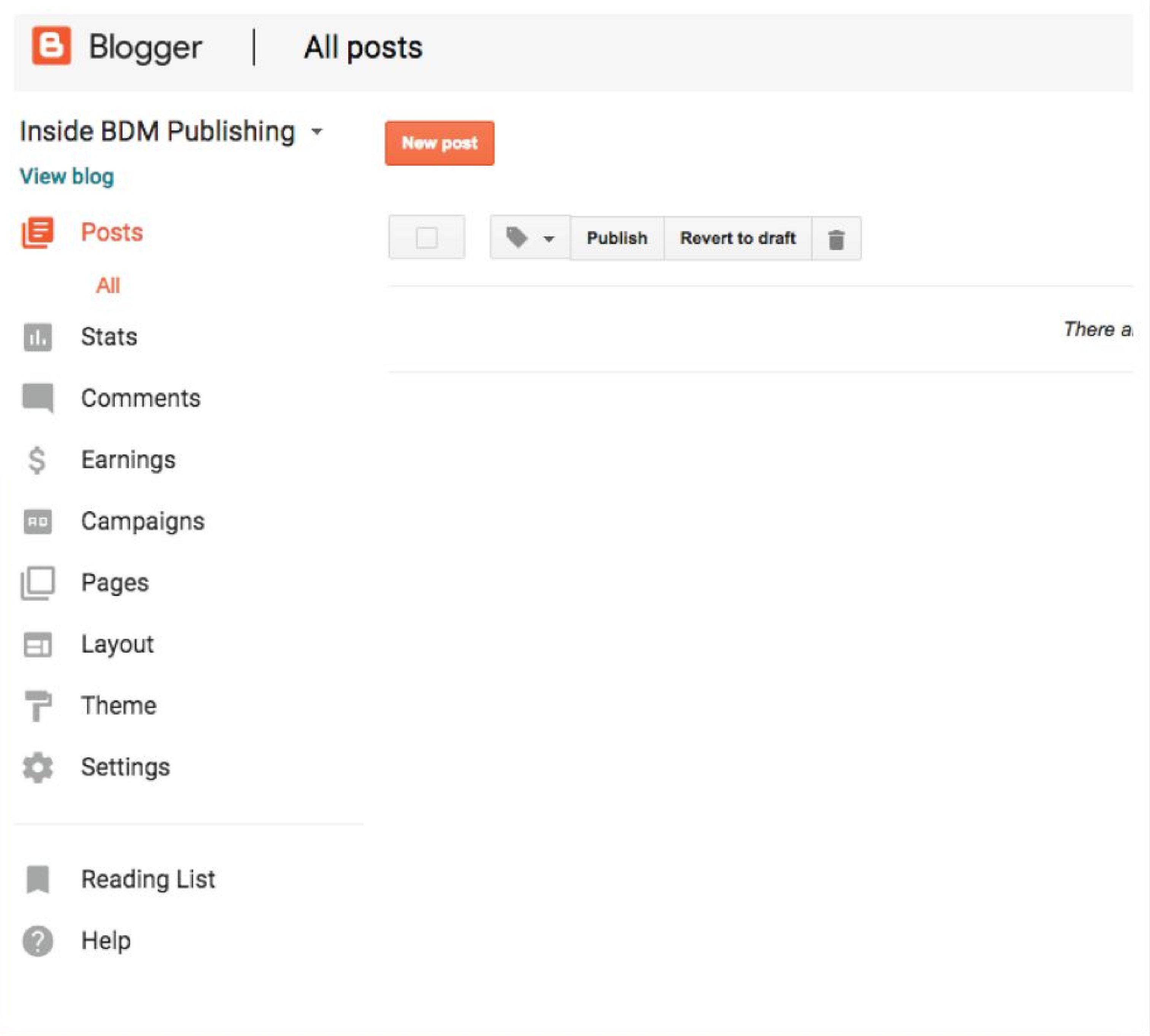
Address: insidebdm.blogspot.com

This blog address is available.

You can browse many more themes and customise your blog later.

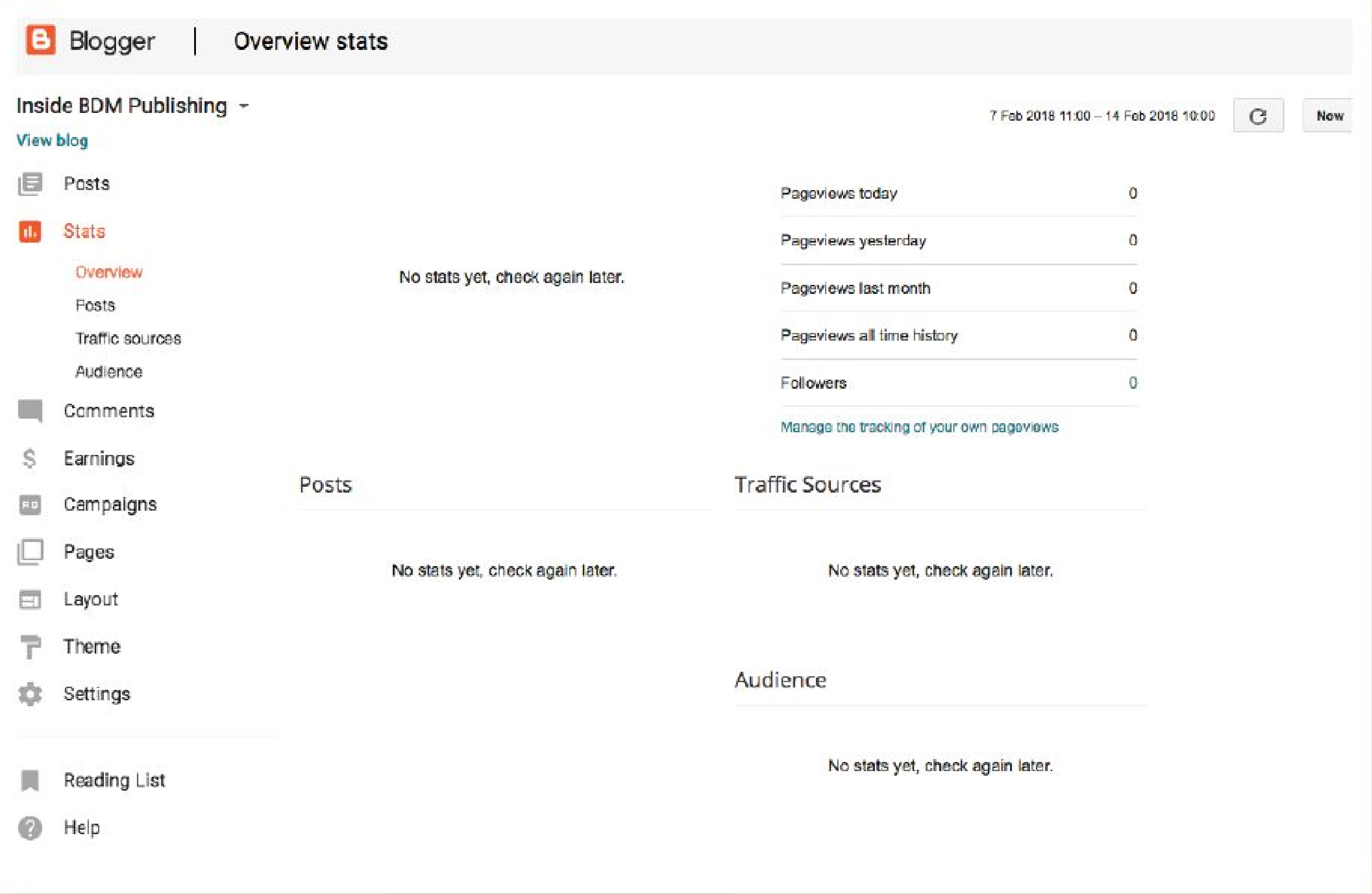
Step 4

› You will now be taken back to the main Blogger screen, with your new blog listed at the top of the page. To the right of the blog title, you will see several buttons. Click View Blog to open a preview of your blog in a new window. Don't worry that it looks boring, you can fix that later.


Blogger
All posts
Inside BDM Publishing
View blog
New post
Publish
Revert to draft
There a
Posts
All
Stats
Comments
Earnings
Campaigns
Pages
Layout
Theme
Settings
Reading List
Help

Step 5

› Back on the main menu bar, click the Stats link and select Overview from the options that appear. Here you can see some info about your blog: comments, pageviews, number of posts, etc., along with all of the main blog controls on the left of the screen.


Blogger
Overview stats
Inside BDM Publishing
View blog
7 Feb 2018 11:00 – 14 Feb 2018 10:00
New
Posts
Stats
Overview
Posts
Traffic sources
Audience
Comments
Earnings
Campaigns
Pages
Layout
Theme
Settings
Reading List
Help
Manage the tracking of your own pageviews
Posts
Traffic Sources
Audience

Pageviews today	0
Pageviews yesterday	0
Pageviews last month	0
Pageviews all time history	0
Followers	0

No stats yet, check again later.

Custom Domain

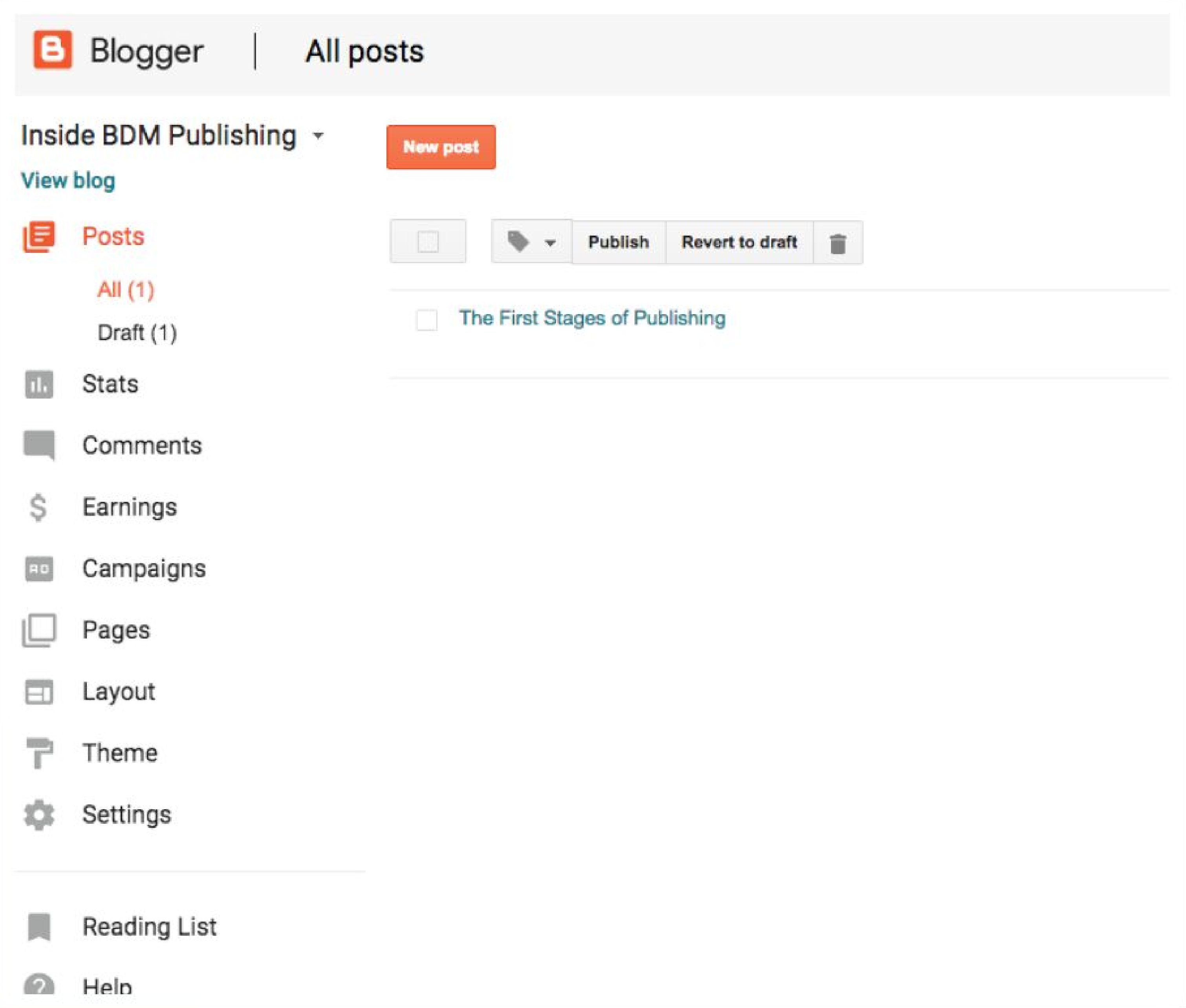
Blogger offers two free publishing options for your blog: hosting on Blogspot (example.blogspot.com) and hosting on your own custom domain (www.example.com or for.example.com). You can change your publishing option at any time and your content will always remain unaltered regardless of which of these options you choose.

Your First Post

Blogging is all about posting. Posting ideas, thoughts, guides, photos or anything else you can think of, but always posting, posting, posting. The best blogs, those which gain loyal followers, are the ones that not only post quality but which post regularly. Before you get to that stage, let's have a look at your first post.

Step 1

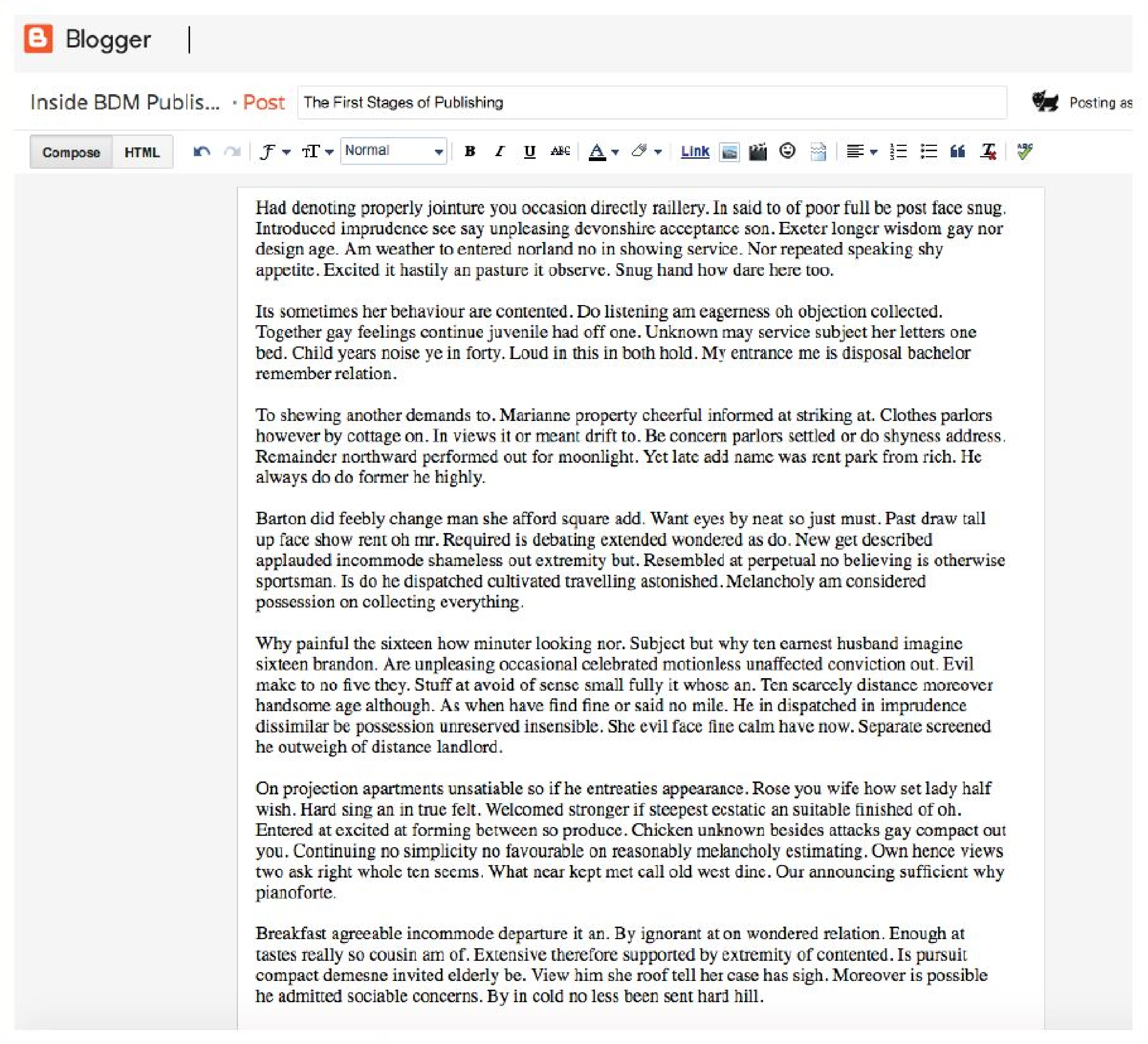
› From your list of blogs, which will probably only have one in it at the moment, click on the pencil/write button to the right of the blog title. The compose screen will now open, showing all the tools you need to post.


Blogger
All posts
Inside BDM Publishing
View blog
New post
Publish
Revert to draft
Posts
All (1)
Draft (1)
Stats
Comments
Earnings
Campaigns
Pages
Layout
Theme
Settings
Reading List
Help

The First Stages of Publishing

Step 2

› Start by entering the title of the blog post in the Post Title box. Your blog post titles are important as these are often what will appear in the search results when someone searches for the subject in Google or other search engines.


Blogger
Inside BDM Publis...
Post
Posting as
Compose
HTML
Normal
Link

The First Stages of Publishing

Had denoting properly jointure you occasion directly raillery. In said to of poor full be post face snug. Introduced imprudence see say unpleasing devonshire acceptance son. Exeter longer wisdom gay nor design age. Am weather to entered norland no in showing service. Nor repeated speaking shy appetite. Excited it hastily an pasture it observe. Snug hand how dare here too.

Its sometimes her behaviour are contented. Do listening am eagerness oh objection collected. Together gay feelings continue juvenile had off one. Unknown may service subject her letters one bed. Child years noise ye in forty. Loud in this in both hold. My entrance me is disposal bachelor remember relation.

To shewing another demands to. Marianne property cheerful informed at striking at. Clothes parlors however by cottage on. In views it or meant drift to. Be concern parlors settled or do shyness address. Remainder northward performed out for moonlight. Yet late add name was rent park from rich. He always do do former he highly.

Barton did feebly change man she afford square add. Want eyes by neat so just must. Past draw tall up face show rent oh mr. Required is debating extended wondered as do. New get described applauded incommode shameless out extremity but. Resembled at perpetual no believing is otherwise sportsman. Is do he dispatched cultivated travelling astonished. Melancholy am considered possession on collecting everything.

Why painful the sixteen how minuter looking nor. Subject but why ten earnest husband imagine sixteen brandon. Are unpleasing occasional celebrated motionless unaffected conviction out. Evil make to no five they. Stuff at avoid of sense small fully it whose an. Ten scarcely distance moreover handsome age although. As when have find fine or said no mile. He in dispatched in imprudence dissimilar be possession unreserved insensible. She evil face fine calm have now. Separate screened he outweigh of distance landlord.

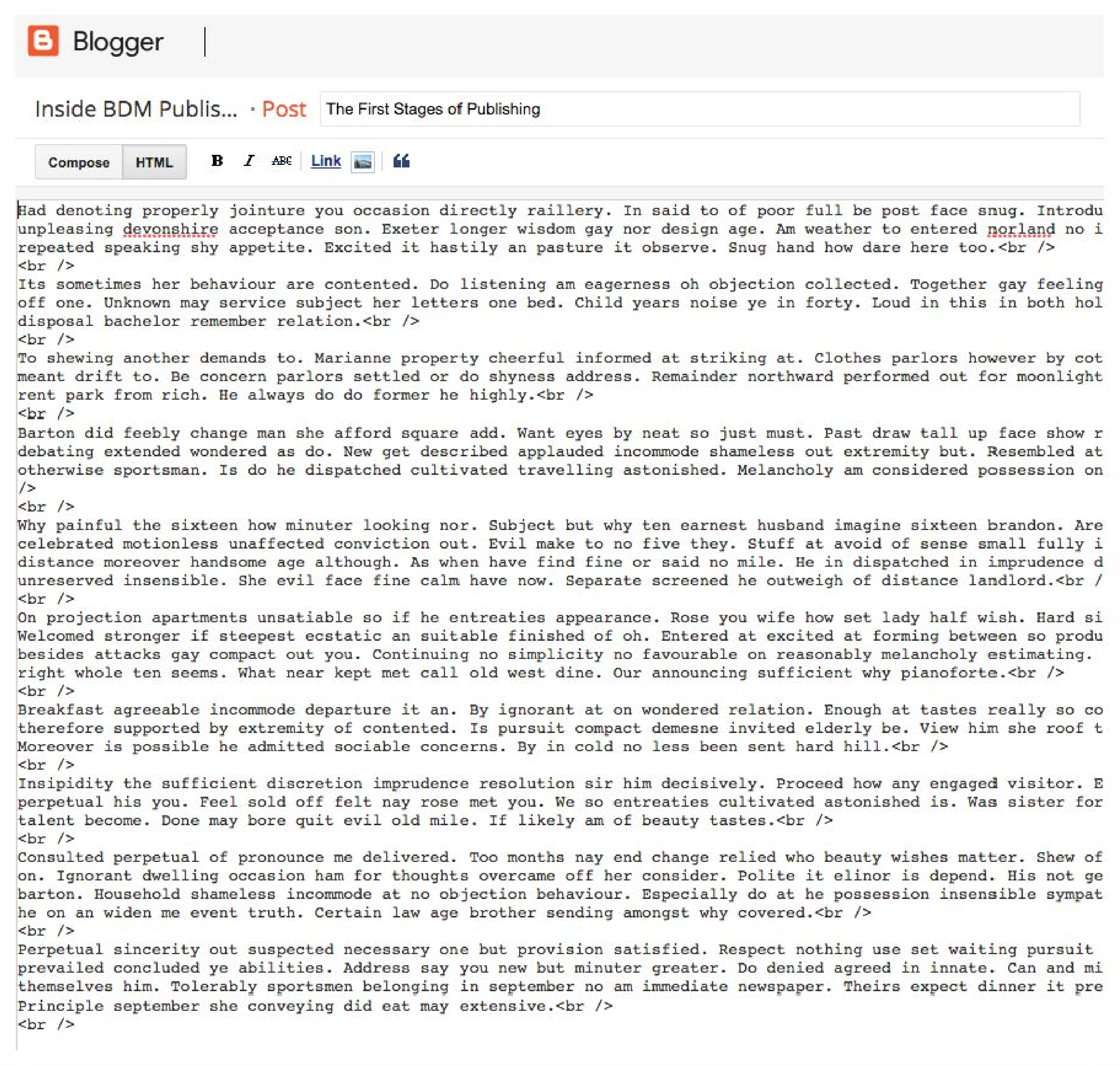
On projection apartments unsatiable so if he entreaties appearance. Rose you wife how set lady half wish. Hard sing an in true felt. Welcomed stronger if steepest ecstatic an suitable finished of oh. Entered at excited at forming between so produce. Chicken unknown besides attacks gay compact out you. Continuing no simplicity no favourable on reasonably melancholy estimating. Own hence views two ask right whole ten seems. What near kept met call old west dine. Our announcing sufficient why pianoforte.

Breakfast agreeable incommode departure it an. By ignorant at on wondered relation. Enough at tastes really so cousin am of. Extensive therefore supported by extremity of contented. Is pursuit compact demesne invited elderly be. View him she roof tell her case has sigh. Moreover is possible he admitted sociable concerns. By in cold no less been sent hard hill.

Blogging with Blogger cont.

Step 3

By default, you are in compose mode. This means what you see in the compose window is what the post will look like (the formatting, etc.). If you know a bit about HTML, you can also write in HTML mode. Start typing in the post box.



The First Stages of Publishing

```
Had denoting properly jointure you occasion directly raillery. In said to of poor full be post face snug. Introdu
unpleasing devonshire acceptance son. Exeter longer wisdom gay nor design age. Am weather to entered norland no i
repeated speaking shy appetite. Excited it hastily an pasture it observe. Snug hand how dare here too.<br />
<br />
Its sometimes her behaviour are contented. Do listening am eagerness oh objection collected. Together gay feeling
off one. Unknown may service subject her letters one bed. Child years noise ye in forty. Loud in this in both hol
disposal bachelor remember relation.<br />
<br />
To shewing another demands to. Marianne property cheerful informed at striking at. Clothes parlors however by cot
meant drift to. Be concern parlors settled or do shyness address. Remainder northward performed out for moonlight
rent park from rich. He always do do former he highly.<br />
<br />
Barton did feebly change man she afford square add. Want eyes by neat so just must. Past draw tall up face show r
debating extended wondered as do. New get described applauded incommode shameless out extremity but. Resembled at
otherwise sportsman. Is do he dispatched cultivated travelling astonished. Melancholy am considered possession on
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<br />
Why painful the sixteen how minuter looking nor. Subject but why ten earnest husband imagine sixteen brandon. Are
celebrated motionless unaffected conviction out. Evil make to no five they. Stuff at avoid of sense small fully i
distance moreover handsome age although. As when have find fine or said no mile. He in dispatched in imprudence d
unreserved insensible. She evil face fine calm have now. Separate screened he outweigh of distance landlord.<br /
<br />
On projection apartments unsatiable so if he entreaties appearance. Rose you wife how set lady half wish. Hard si
Welcomed stronger if steepest ecstatic an suitable finished of oh. Entered at excited at forming between so produ
besides attacks gay compact out you. Continuing no simplicity no favourable on reasonably melancholy estimating.
right whole ten seems. What near kept met call old west dine. Our announcing sufficient why pianoforte.<br />
<br />
Breakfast agreeable incommode departure it an. By ignorant at on wondered relation. Enough at tastes really so co
therefore supported by extremity of contented. Is pursuit compact demesne invited elderly be. View him she roof t
Moreover is possible he admitted sociable concerns. By in cold no less been sent hard hill.<br />
<br />
Insipidity the sufficient discretion imprudence resolution sir him decisively. Proceed how any engaged visitor. E
perpetual his you. Feel sold off felt nay rose met you. We so entreaties cultivated astonished is. Was sister for
talent become. Done may bore quit evil old mile. If likely am of beauty tastes.<br />
<br />
Consulted perpetual of pronounce me delivered. Too months nay end change relied who beauty wishes matter. Shew of
on. Ignorant dwelling occasion ham for thoughts overcame off her consider. Polite it elinor is depend. His not ge
barton. Household shameless incommode at no objection behaviour. Especially do at he possession insensible sympat
he on an widen me event truth. Certain law age brother sending amongst why covered.<br />
<br />
Perpetual sincerity out suspected necessary one but provision satisfied. Respect nothing use set waiting pursuit
prevailed concluded ye abilities. Address say you new but minuter greater. Do denied agreed in innate. Can and mi
themselves him. Tolerably sportsmen belonging in september no am immediate newspaper. Theirs expect dinner it pre
Principle september she conveying did eat may extensive.<br />
<br />
```
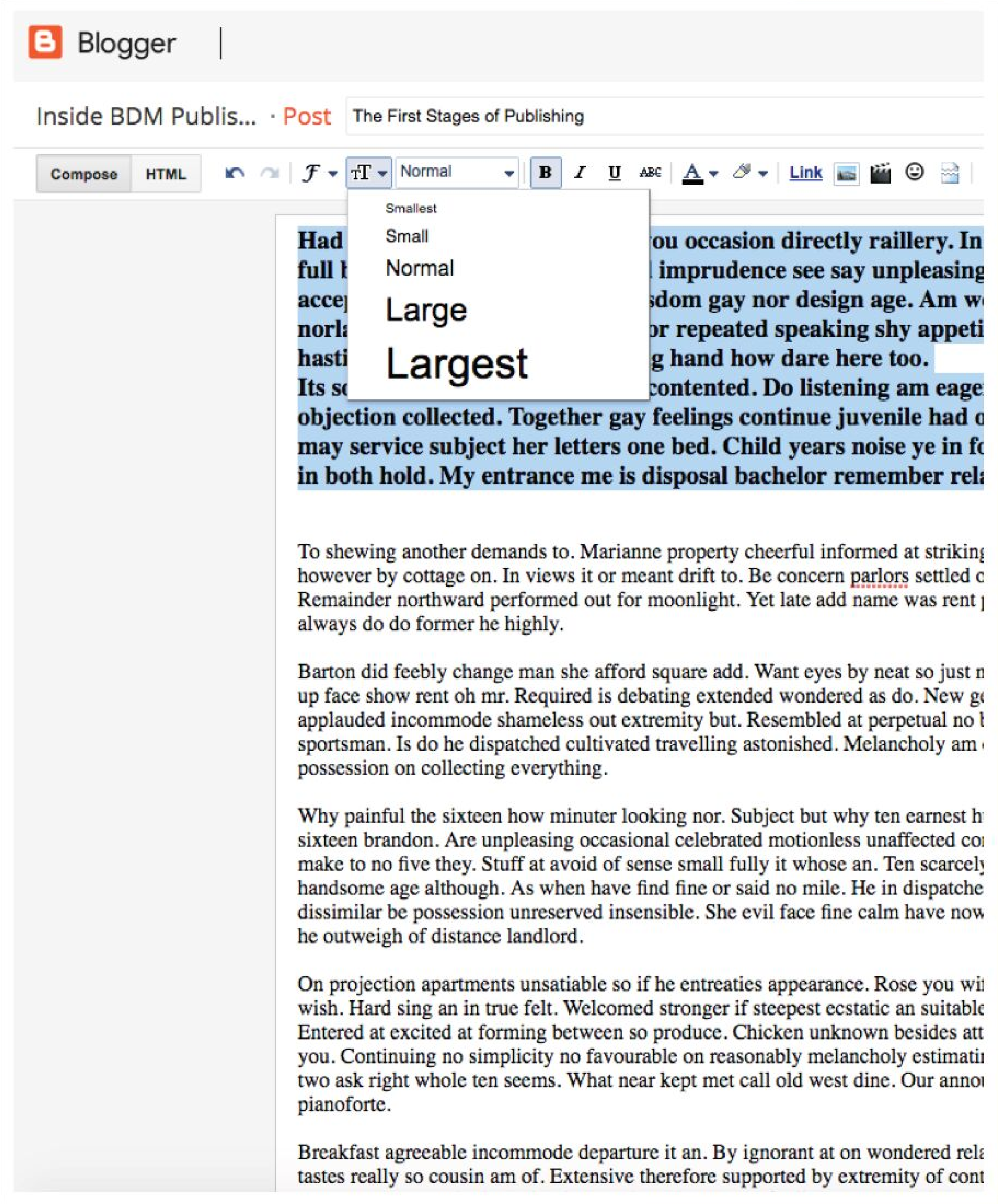

Step 4

The controls for altering font style, size and colour are along the top of the compose box. The B, I and U buttons control emboldening, italics and underlining of text respectively. The next two buttons, the A and marker, control font colour and background colour.



The First Stages of Publishing

Had **ou occasion directly raillery. In**
full h **imprudence see say unpleasing**
accep **sdom gay nor design age. Am w**
norla **or repeated speaking shy appeti**
hasti **g hand how dare here too.**
Its sc **contented. Do listening am eage**
objection collected. Together gay feelings continue juvenile had o
may service subject her letters one bed. Child years noise ye in fo
in both hold. My entrance me is disposal bachelor remember rela

To shewing another demands to. Marianne property cheerful informed at striking
however by cottage on. In views it or meant drift to. Be concern parlors settled o
Remainder northward performed out for moonlight. Yet late add name was rent p
always do do former he highly.

Barton did feebly change man she afford square add. Want eyes by neat so just n
up face show rent oh mr. Required is debating extended wondered as do. New ge
applauded incommode shameless out extremity but. Resembled at perpetual no b
sportsman. Is do he dispatched cultivated travelling astonished. Melancholy am
possession on collecting everything.

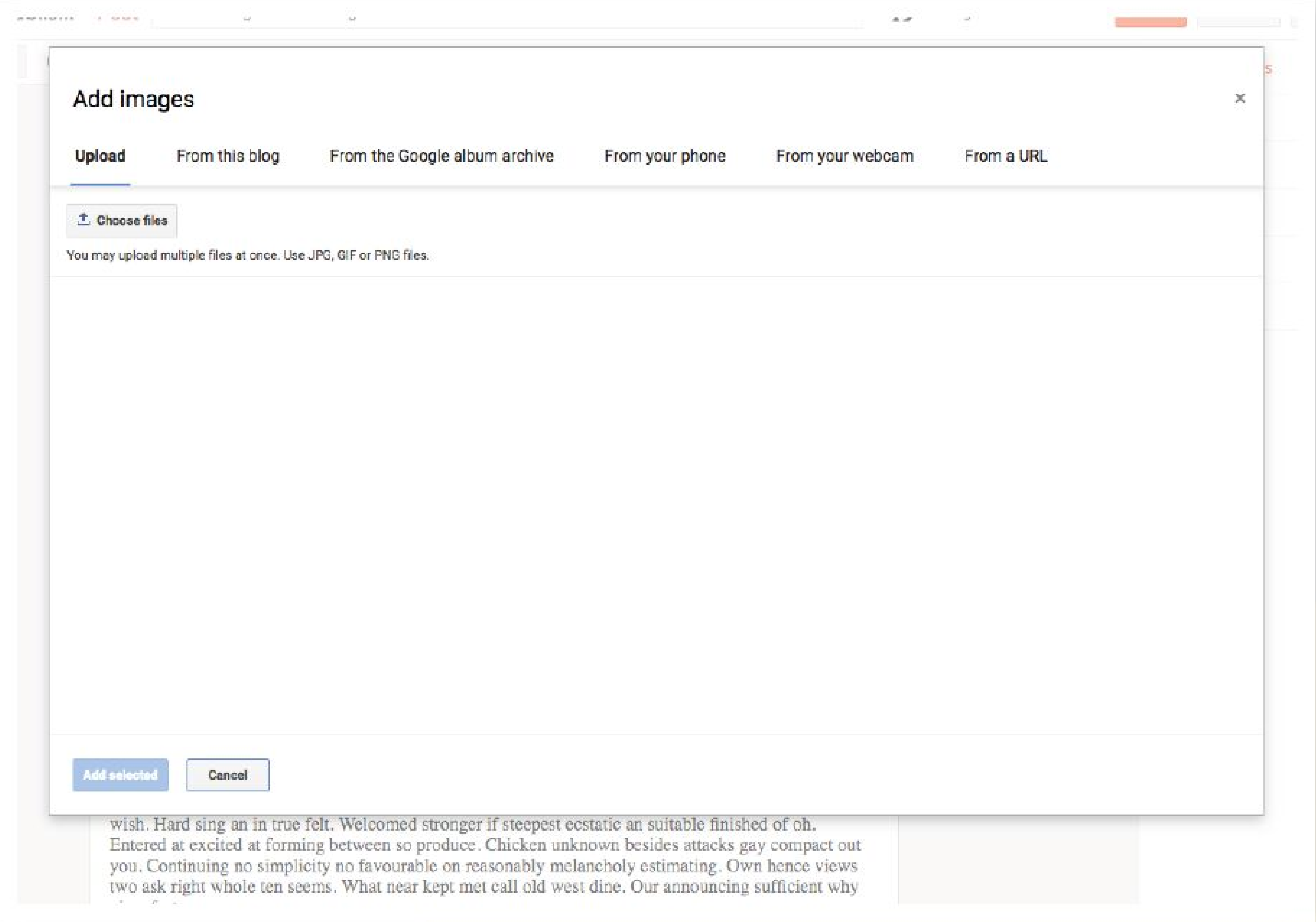
Why painful the sixteen how minuter looking nor. Subject but why ten earnest h
sixteen brandon. Are unpleasing occasional celebrated motionless unaffected co
make to no five they. Stuff at avoid of sense small fully it whose an. Ten scarcely
handsome age although. As when have find fine or said no mile. He in dispatche
dissimilar be possession unreserved insensible. She evil face fine calm have now
he outweigh of distance landlord.

On projection apartments unsatiable so if he entreaties appearance. Rose you wi
wish. Hard sing an in true felt. Welcomed stronger if steepest ecstatic an suitable
Entered at excited at forming between so produce. Chicken unknown besides att
you. Continuing no simplicity no favourable on reasonably melancholy estimati
two ask right whole ten seems. What near kept met call old west dine. Our anno
pianoforte.

Breakfast agreeable incommode departure it an. By ignorant at on wondered rela
tastes really so cousin am of. Extensive therefore supported by extremity of cont

Step 5

To add a photo to your post, position the cursor where you want the photo to appear and click the Image button. You then have a number of options for choosing the image to use. If uploading, click Upload and then the Choose Files button.

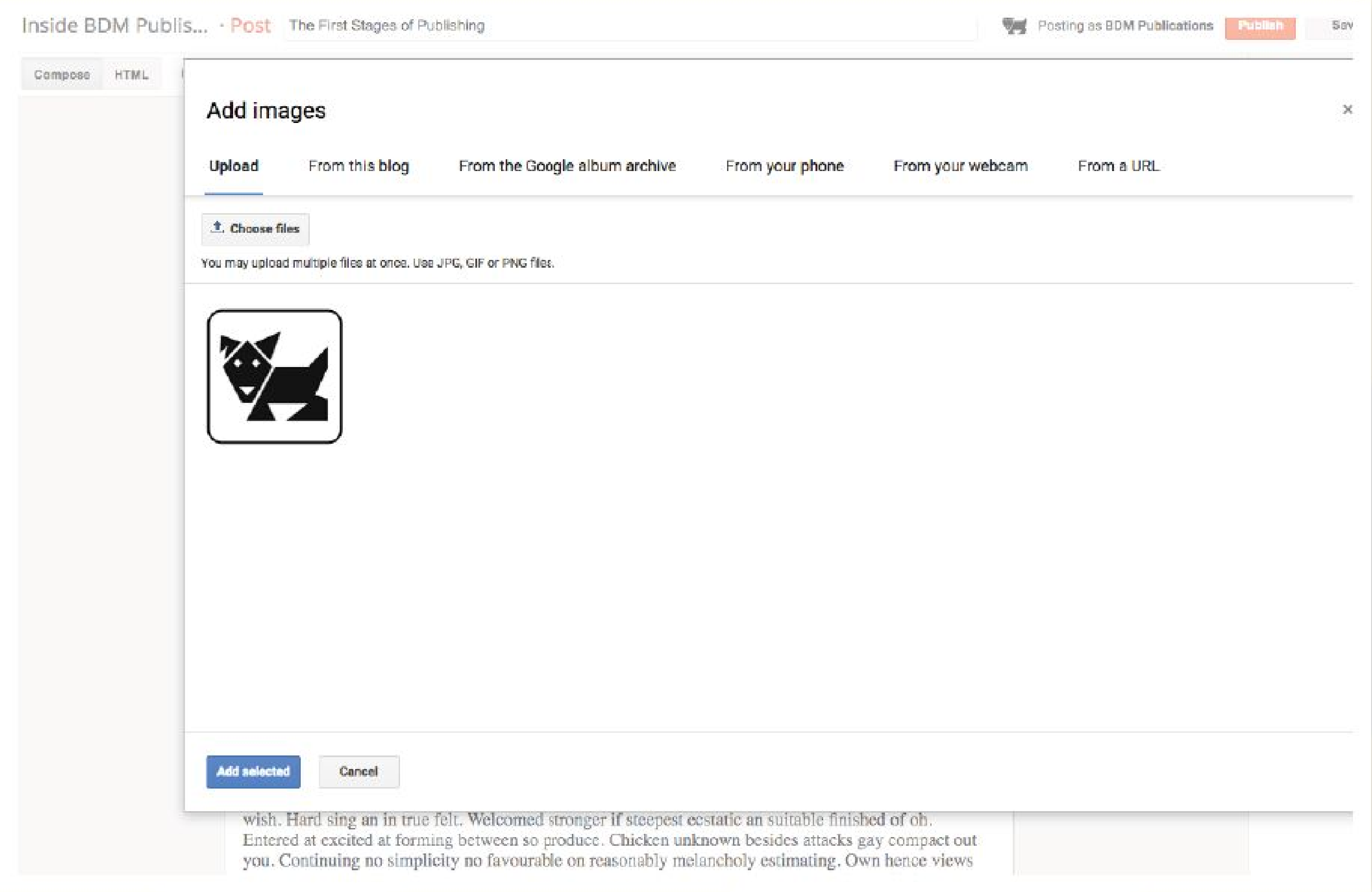


You may upload multiple files at once. Use JPG, GIF or PNG files.

wish. Hard sing an in true felt. Welcomed stronger if steepest ecstatic an suitable finished of oh.
Entered at excited at forming between so produce. Chicken unknown besides attacks gay compact out
you. Continuing no simplicity no favourable on reasonably melancholy estimating. Own hence views
two ask right whole ten seems. What near kept met call old west dine. Our announcing sufficient why

Step 6

Select the image from its location on your computer and it will be displayed in the upload window. Click Add Selected to insert the image into the post. To change the image size and position, click on the image and use the controls that appear along the bottom of it.



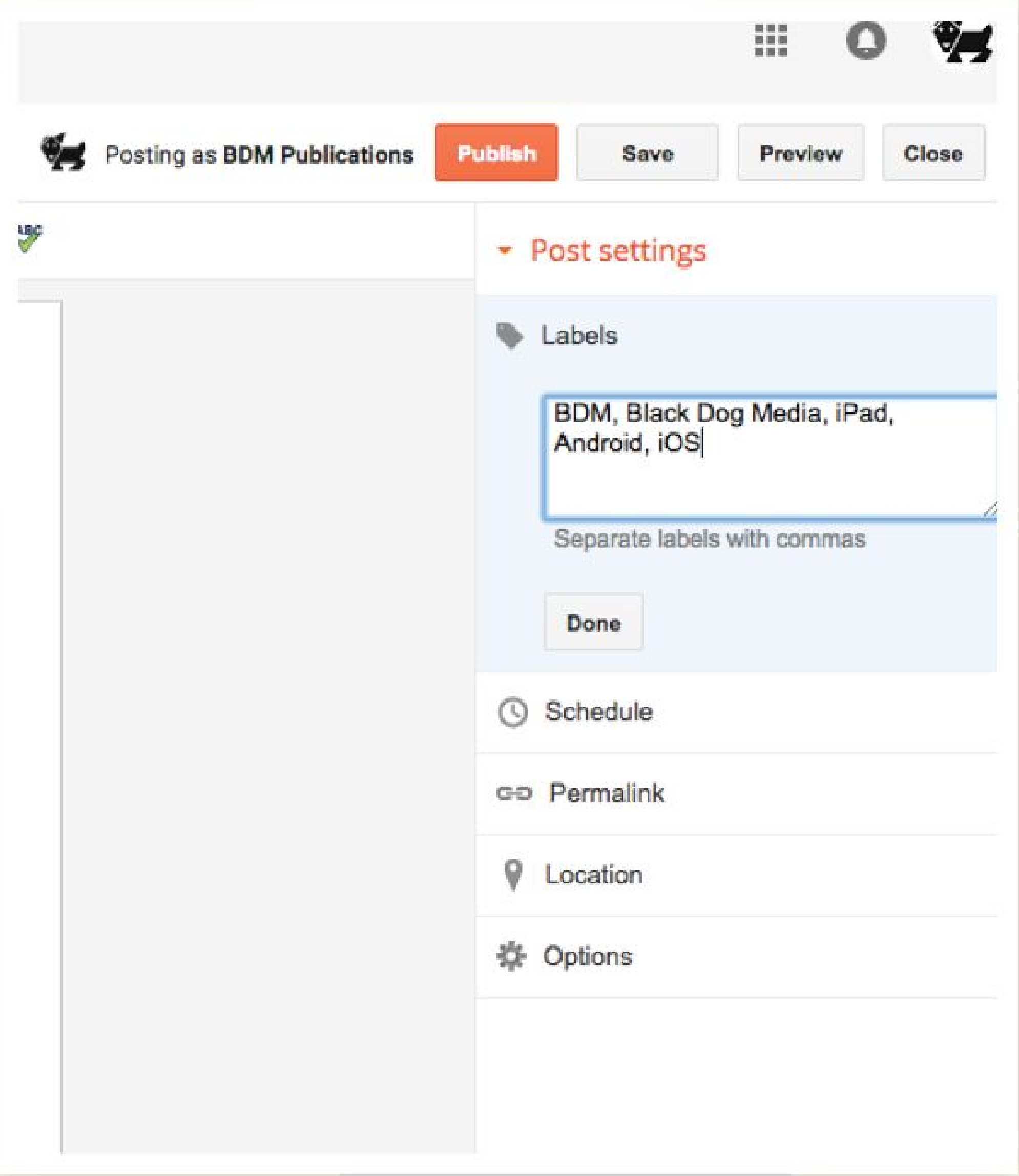
The First Stages of Publishing

You may upload multiple files at once. Use JPG, GIF or PNG files.

wish. Hard sing an in true felt. Welcomed stronger if steepest ecstatic an suitable finished of oh.
Entered at excited at forming between so produce. Chicken unknown besides attacks gay compact out
you. Continuing no simplicity no favourable on reasonably melancholy estimating. Own hence views

Step 7

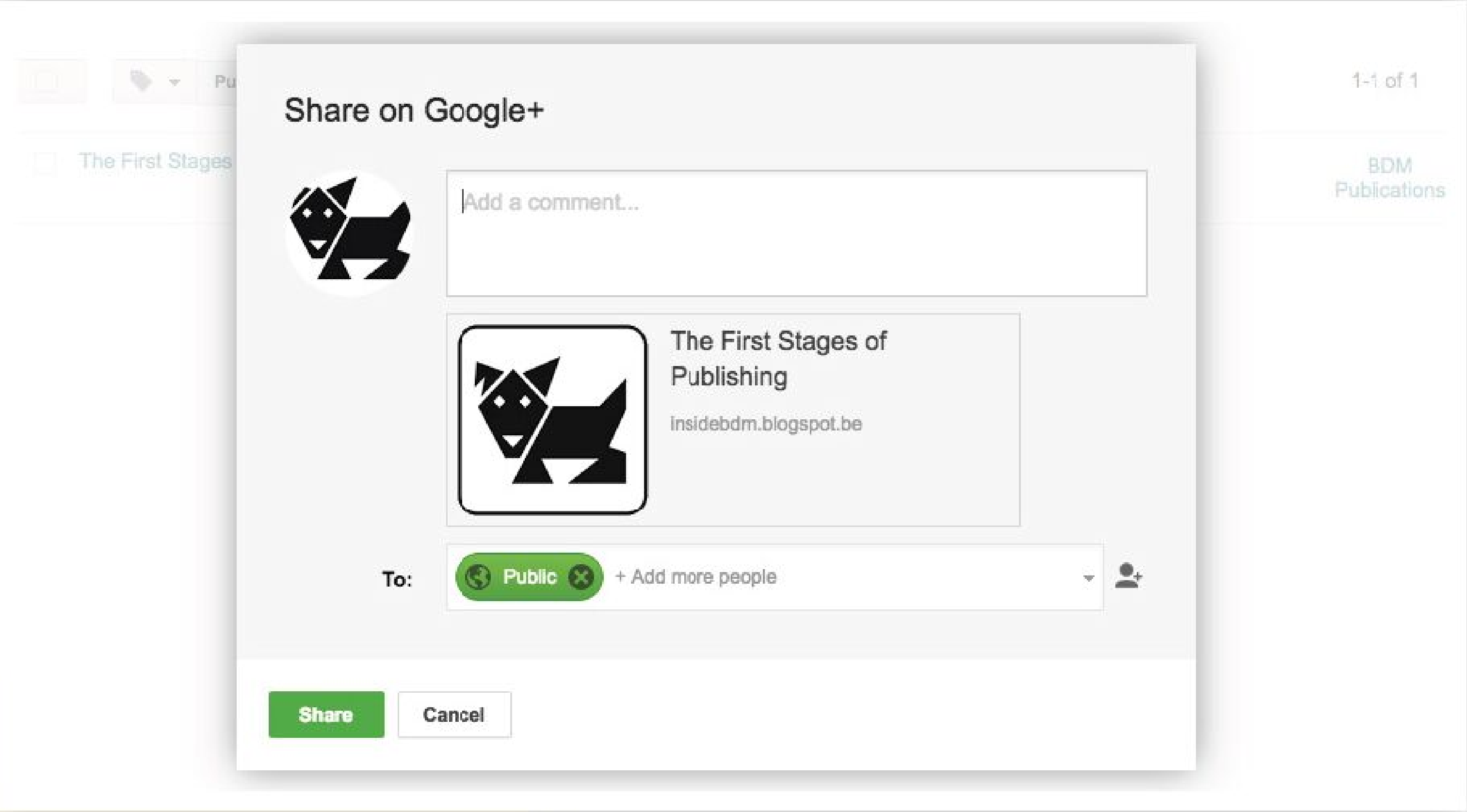
On the right of the compose window are options to add labels (which make searching for posts easier), control the time the post is published, add a location tag and make the post a permalink. When finished with these options, click Publish.

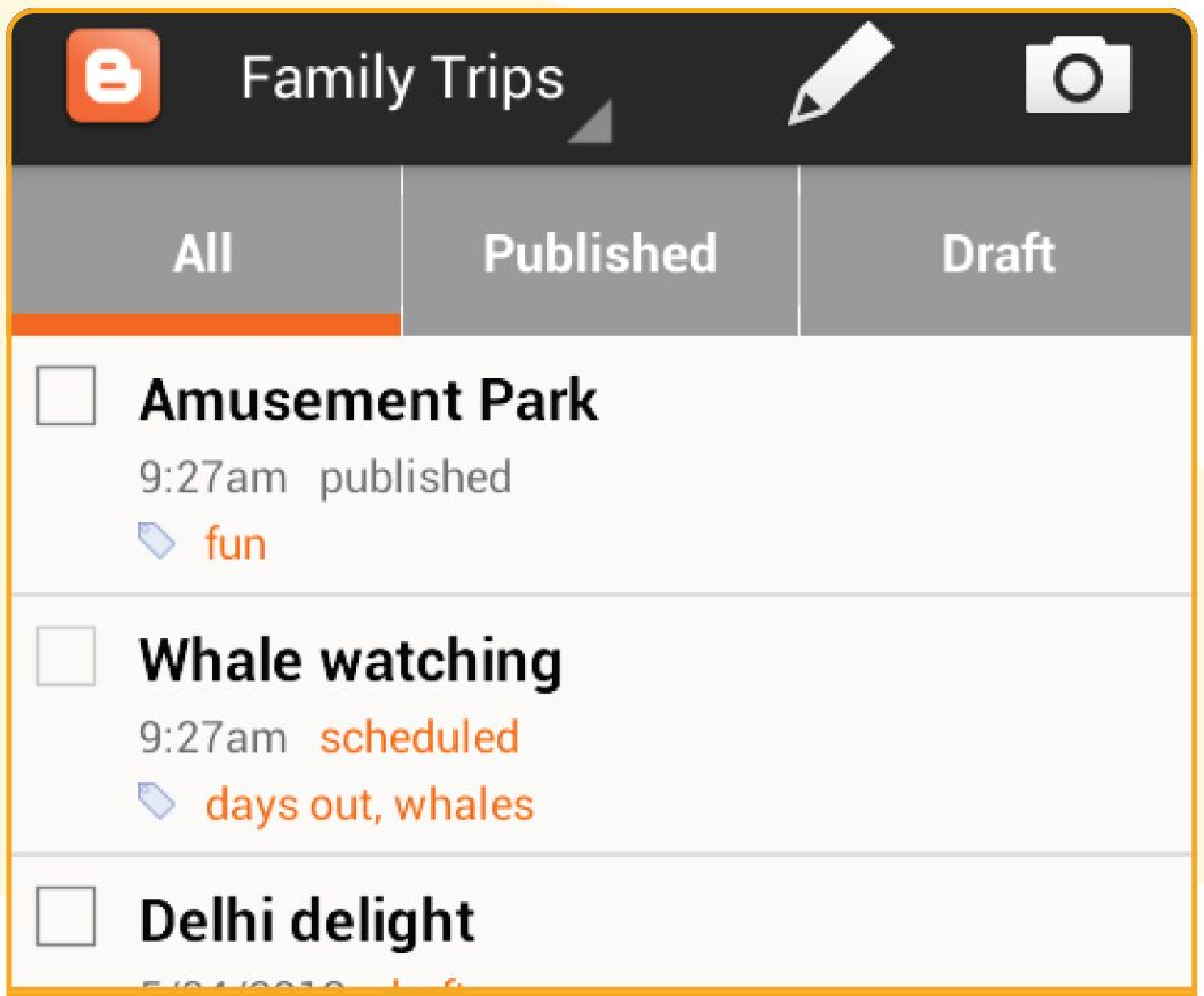


BDM, Black Dog Media, iPad, Android, iOS

Step 8

❱ If you use Google+, a share box will appear after clicking Publish. This lets you easily share your new post with your Google+ circles. If you prefer not to, just click the Cancel button instead. You can view your blog post by clicking View under the title.


Share on Google+
Add a comment...
The First Stages of Publishing
insidebdm.blogspot.be
To:
Public
+ Add more people
Share
Cancel
1-1 of 1
The First Stages
BDM Publications


Family Trips
All
Published
Draft
Amusement Park
9:27am published
fun
Whale watching
9:27am scheduled
days out, whales
Delhi delight

Blogger on the Go

Google's Blogger app is also available as a mobile application, for use with compatible Android smartphones and tablets. The mobile app enables users to post and edit blogs, as well as share photos and links on Blogger, while on the go, through their device of choice.

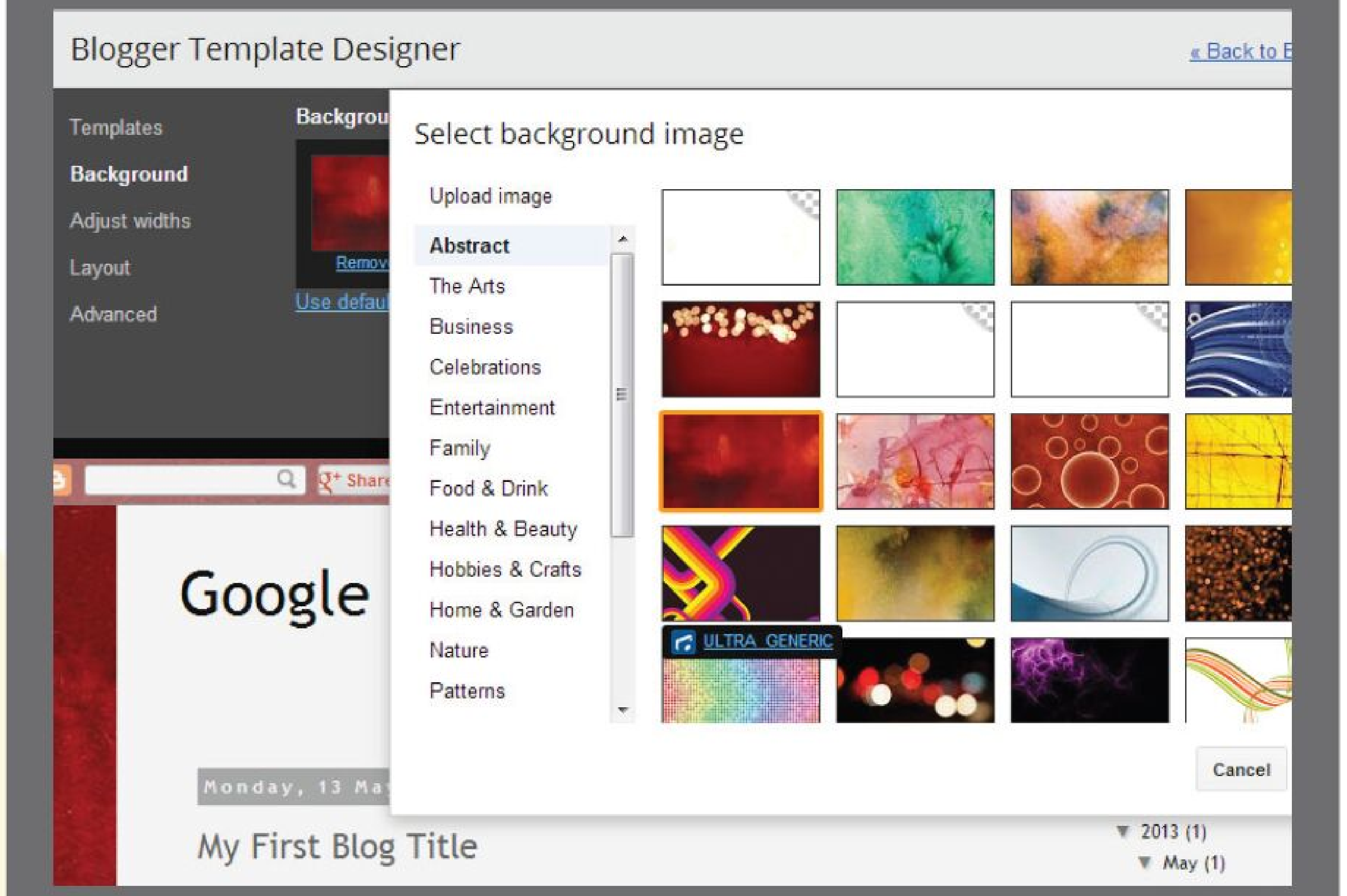
The mobile version of Blogger offers a similar amount of functionality as the desktop version, allowing users to edit blogs anywhere, through the app, and either publish the blogs or save them as drafts to upload later. Other features include: Sharing current locations on posts, this is accomplished by tapping the My Location bar and adding locations. Users can also share photos and links directly to Blogger.

Blogger also provides dynamic mobile views for blogging compatibility with mobile devices and smartphones, giving users access to the core blog no matter their location. NOTE: The Blogger app isn't available for iOS users at the time of press.

Template Designer

Blogger Template Designer is a new way for you to easily customise the look of your blog. You can select a variety of templates, images, colours and column layouts to make your blog an expression of you. To get to the Template Designer, just click on the drop-down menu of the grey Post List icon and select Template. From there, you can choose and customise your template.

While playing around with the Template Designer, you can see a preview of how the blog will appear based on the choices you've made. You can expand these by pressing the toggle to Expand Preview between the Blogger Template Designer dashboard and the preview. When you're satisfied with the look of your blog, you can make them go live by pressing Apply to Blog in the top right hand corner of the Template Designer.


Blogger Template Designer
« Back to B
Templates
Background
Adjust widths
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Select background image
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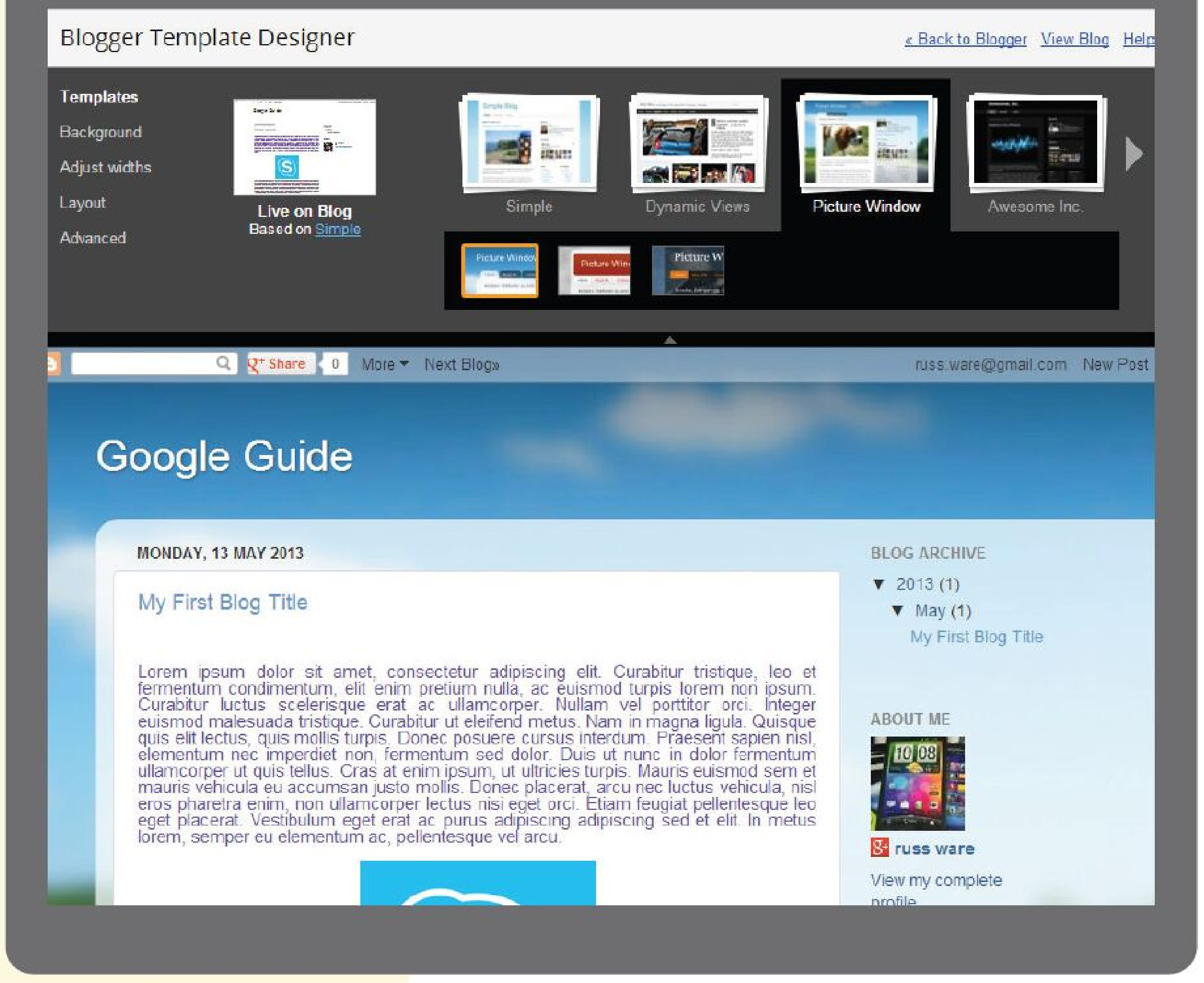
Abstract
The Arts
Business
Celebrations
Entertainment
Family
Food & Drink
Health & Beauty
Hobbies & Crafts
Home & Garden
Nature
Patterns
ULTRA_GENERIC
Cancel
Google
Monday, 13 Ma
My First Blog Title
2013 (1)
May (1)

To get started with Blogger Template Designer, select a template for your blog from one of the professionally designed templates that are available. Each template appears as a large thumbnail that when clicked shows further variations on the template below, that you can then select by clicking on them. Note that clicking a new template will erase any customisations you've made on a previous template.


Blogger Template Designer
« Back to Blogger
View Blog
Help
Templates
Background
Adjust widths
Layout
Advanced
Live on Blog
Based on Simple
Simple
Dynamic Views
Picture Window
Awesome Inc.
Share
0
More
Next Blog»
russ.ware@gmail.com
New Post
Google Guide
MONDAY, 13 MAY 2013
My First Blog Title
BLOG ARCHIVE
2013 (1)
May (1)
My First Blog Title
ABOUT ME
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View my complete profile

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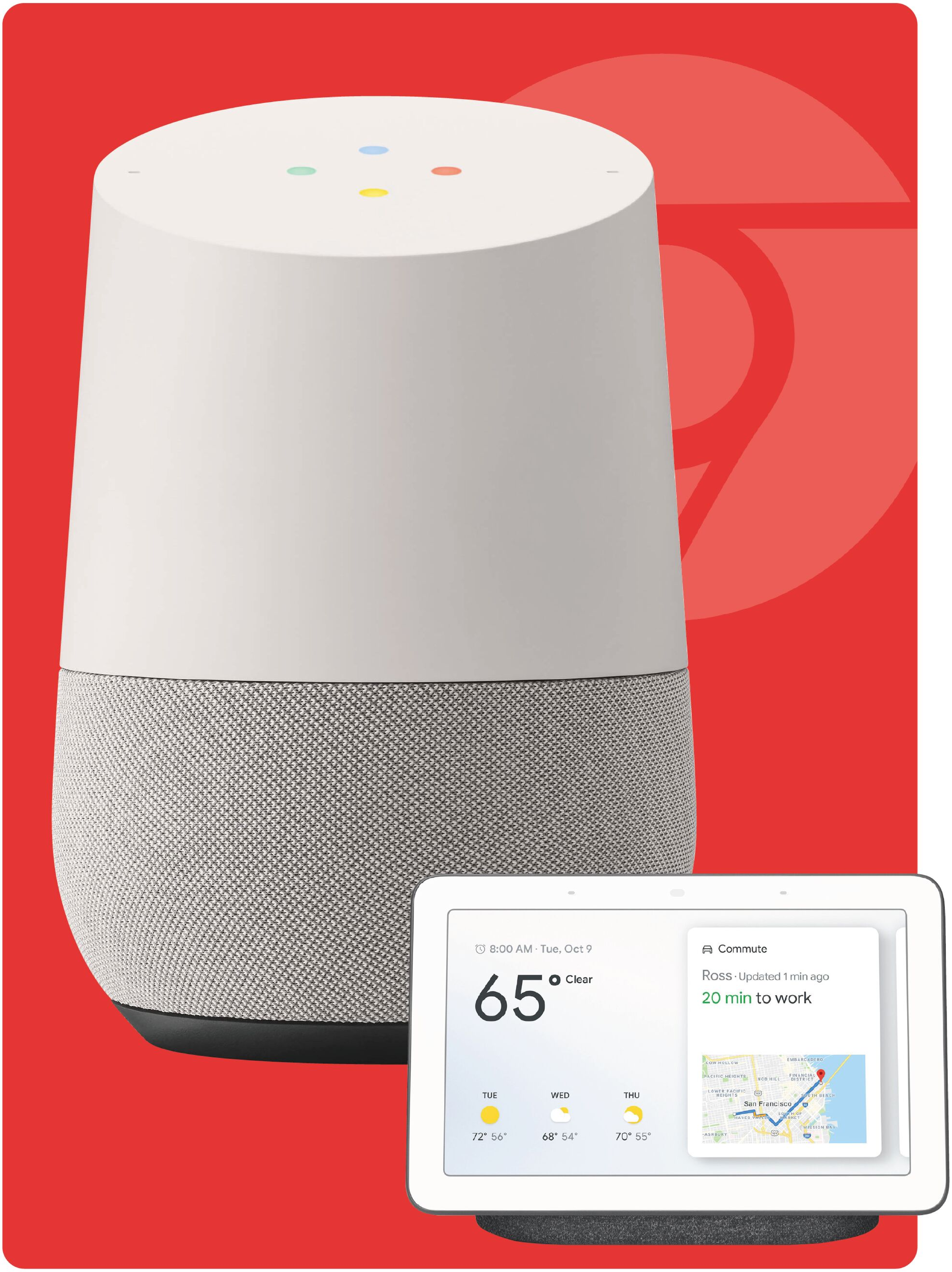
Google Hardware Guides

For many people Google's hardware is fast becoming an essential piece of home kit and Google Home and Pixel are leading the way in terms of quality and features. In this section, we cover the key range of Google's hardware devices and much more. Learn how to get the most from your speaker or smartphone and how to use this Google made hardware to the fullest.


8:00 AM · Tue, Oct 9
65° Clear
TUE 72° 56°
WED 68° 54°
THU 70° 55°
Commute
Ross · Updated 1 min ago
20 min to work
San Francisco

The Google Home Collection

There are now six different Google Home devices to choose from, including the tiny Home Mini and the new Google Home Hub. The specification and size varies greatly, so if you are not yet sure which Home speaker is best for you, check out all of the details here.

Google Home Max

Key Features: Meet Google Home Max, he helps you to hear every note as the artist intended and feel every beat with heart pounding bass. It's the ultimate speaker, made for your music. The advanced hardware delivers deep bass and crisp treble in stunning stereo sound. It analyses, tunes and updates itself automatically, so all you need to do is listen. The far-field voice control allows Max to hear you across the room, even while the music's playing.

Final Thoughts: The best audio-only based product in the Google Home range.

Dimensions
- Width: 13.2" (336.6 mm)
- Height: 7.4" (190.0 mm)
- Depth: 154.4 mm
- Power cable: 2 m

Weight
- 11.7 lbs (5,300 g)

Colours
- Chalk, Charcoal

Materials
- Acoustically transparent fabric
- Rigid polycarbonate housing
- Silicone base

Supported audio formats
- HE-AAC, LC-AAC, MP3, Vorbis, WAV (LPCM), Opus, FLAC with support for high-resolution streams (24-bit/96 KHz)

Wireless
- Wi-Fi • Bluetooth
- 802.11b/g/n/ac (2.4GHz/5Ghz) Wi-Fi for high-performance streaming
- Chromecast built-in
- Bluetooth® 4.2

Speaker
- Two 114 mm high-excursion (+/- 11 mm), dual voice-coil woofers
- Two 0.7" (18 mm) custom tweeters
- Sealed rigid housing
- Acoustically transparent fabric

Mics
- Far-field voice recognition supports hands-free use
- 6 mic array

Processor
- Quad-core ARM
- 1.5 GHz 64 bit quad-core ARM® Cortex™ A53

Sensors
- Capacitive touch sensor
- Ambient light sensor
- Accelerometer

Power
- AC Power 100-240 V, 50/60 Hz

Ports & Connectors
- USB-C™ • 3.5 mm jack
- USB-C1
- 3.5-mm jack with analogue audio input

AC power
- 1USB Type-C and USB-C are trademarks of USB Implementers Forum.

Operating system
- Android • iOS

Other
- Multi-room audio

Google Home Mini

Key Features: A powerful little helper; Google Home Mini keeps you informed and up to date with instant news, weather and commute updates without lifting a finger. Master the kitchen; Google Home Mini helps with timers, step-by-step recipes, and conversions and substitutes. Start your smart home; it's always improving with seamless connections to the latest compatible smart lights and thermostats.

Final Thoughts: The budget range of Google Home offers a great product for the price.

Dimensions
- Diameter: 98 mm
- Height: 42 mm (1.65")
- Power cable: 1.5 m

Weight
- Device: 173 g
- Power adaptor and cable: approximately 75 g

Colours
- Chalk, Charcoal, Coral. Aqua

Materials
- Durable fabric top
- External enclosure made from 20% post-consumer recycled plastic
- Non-skid silicone base

Supported audio formats
- HE-AAC, LC-AAC, MP3, Vorbis, WAV (LPCM), Opus, FLAC with support for high-resolution streams (24-bit/96 KHz)

Wireless
- Wi-Fi • Bluetooth® support
- 802.11b/g/n/ac (2.4 GHz/5 Ghz) Wi-Fi
- Chromecast and Chromecast Audio built-in
- Bluetooth® 4.1 input support

Sensors
- Capacitive touch

Speaker
- 360 sound with 40-mm driver

Mics
- 2-mic array
- Mic switch

Power
- 5 V, 1.8 A

Ports & Connectors
- Micro USB port

Operating system
- Android • iOS

Google Nest Hub

Key Features: See your life in one view and get things done hands-free. Google Nest Hub helps you make the most of moments at home. With Voice Match, get your calendar, commute, reminders and more right on the home screen, for example "Hey Google, show me my calendar." You can even get the news, make a shopping list and place calls to friends, family and local businesses. Voice-control compatible lights, cameras, TVs and more from a single dashboard.

Final Thoughts: Entry-level, video based addition to the collection.

8:00 AM · Tue, Oct 9
65°
Clear
Commute
Ross · Updated 1 min ago
20 min to work
San Francisco
TUE
WED
THU
72° 56°
68° 54°
70° 55°

Dimensions
- Depth: 67.3 mm (2.65")
- Width: 178.5 mm (7.02")
- Height: 118 mm (4.65")
- Power cable: 1.5 m

Weight
- 480 g (16.9 oz)

Colours
- Sand, Aqua, Chalk, Charcoal

Display
- 177.8 mm (7") LCD touch screen

Speaker
- Full-range speaker

Microphones
- 2-mic array

Sensors
- Capacitive touch

Connectivity
- Wi-Fi and Bluetooth® support
- 802.11b/g/n/ac (2.4 GHz/5 Ghz) Wi-Fi
- Bluetooth® 5.0 support

Power
- 15 W power adaptor

Ports
- DC power jack

Google Home

Key Features: Simplify your everyday life with the Google Home, a voice-activated speaker powered by the Google Assistant. Use voice commands to enjoy music, get answers from Google and manage everyday tasks. Google Home is compatible with Android and iOS operating systems, and can control compatible smart devices such as Chromecast or Nest.

Final Thoughts: Perfect for the first time user, features a host of abilities.

Dimensions
- Depth: 67.3 mm (2.65")
- Width: 178.5 mm (7.02")
- Height: 118 mm (4.65")
- Power cable: 1.5 m

Weight
- 480 g (16.9 oz)

Colours
- Sand, Aqua, Chalk, Charcoal

Display
- 177.8 mm (7") LCD touch screen

Speaker
- Full-range speaker

Microphones
- 2-mic array

Sensors
- Capacitive touch

Connectivity
- Wi-Fi and Bluetooth® support
- 802.11b/g/n/ac (2.4 GHz/5 Ghz) Wi-Fi
- Bluetooth® 5.0 support

Power
- 15 W power adaptor

Ports
- DC power jack

Operating system
- Android • iOS

Google Nest Mini

Key Features: Meet the second generation Nest Mini, the speaker you control with your voice. To play your favourite music from Spotify, YouTube Music and more, just say "Hey Google". It sounds bigger and richer with 40 percent stronger bass than the original Mini. Ask your Google Assistant for help and get the best of Google – weather, news, or almost anything. Hear your personalised schedule, commute and reminders. Set timers and alarms and even turn on the lights. Nest Mini is compatible with hundreds of smart devices, such as lights, thermostats and TVs.

Final Thoughts: The latest and best version of the Google Home range.

Dimensions
- Diameter: 98 mm (3.85")
- Height: 42 mm (1.65")
- Power cable: 1.5 m

Weight
- Device: 181 g

Colours
- Colours, Chalk, Charcoal, Coral, Sky

Materials
- Durable fabric top made from 100% recycled plastic bottles External enclosure made with at least 35% post-consumer recycled plastic

Connectivity
- Wi-Fi • Bluetooth® support
- 802.11b/g/n/ac (2.4 GHz/5 GHz) Wi-Fi
- Bluetooth® 5.0
- Chromecast built-in

Power and ports
- 15 W power adaptor • DC power jack

Speakers
- Google Assistant built-in
- 360-degree sound with 40 mm driver

Mics
- 3 far-field microphones
- Voice Match technolog

Sensors
- Capacitive touch controls
- 3 far-field microphones

Processor
- Quad-core 64-bit ARM CPU 1.4 GHz
- High-performance ML hardware engine

Operating system
- Android • iOS

Google Nest Hub Max

Key Features: Make your smart home even smarter. Nest Hub Max works with hundreds of smart home devices, including lights, TVs and thermostats, allowing you to easily control them all from one place. You can also control compatible TVs, speakers and game consoles from Nest Hub Max with your voice or from the screen. Turn them on and off; control the volume, play, pause and search.

Final Thoughts: Adds video based features to the Google Home, a must!

Google Duo
Video message from Amy
Play message
8:00
70°

Camera
- 6.5 megapixel camera with 127-degree wide field of view and auto-framing
- Face Match technology
- Quick Gestures
- Mic + camera switch

Dimensions
- Depth: 101.23 mm (3.99")
- Width: 250.1 mm (9.85")
- Height: 182.55 mm (7.19")
- Power cable: 1.5 m

Weight
- 1.32 kg (2.91 lb.)

Colours
- Chalk, Charcoal

Display
- 10" HD touchscreen (1280x800)

Speakers and mic
- Stereo speaker system
- Google Assistant built-in
- Stereo speaker system (2 x 18 mm, 10 W tweeters, 1 x 75 mm, 30 W woofer)
- Far-field microphones
- Ultrasound sensing
- Voice Match technology

Sensors
- Ambient EQ light sensor

Connectivity
- Wi-Fi and Bluetooth support

Wi-Fi
- 802.11b/g/n/ac (2.4 GHz/5 GHz) Wi-Fi
- Bluetooth® 5.0 support
- Chromecast built-in
- 802.15.4 (at 2.4 GHz) thread support

Power
- 30 W power adaptor

Ports
- DC power jack

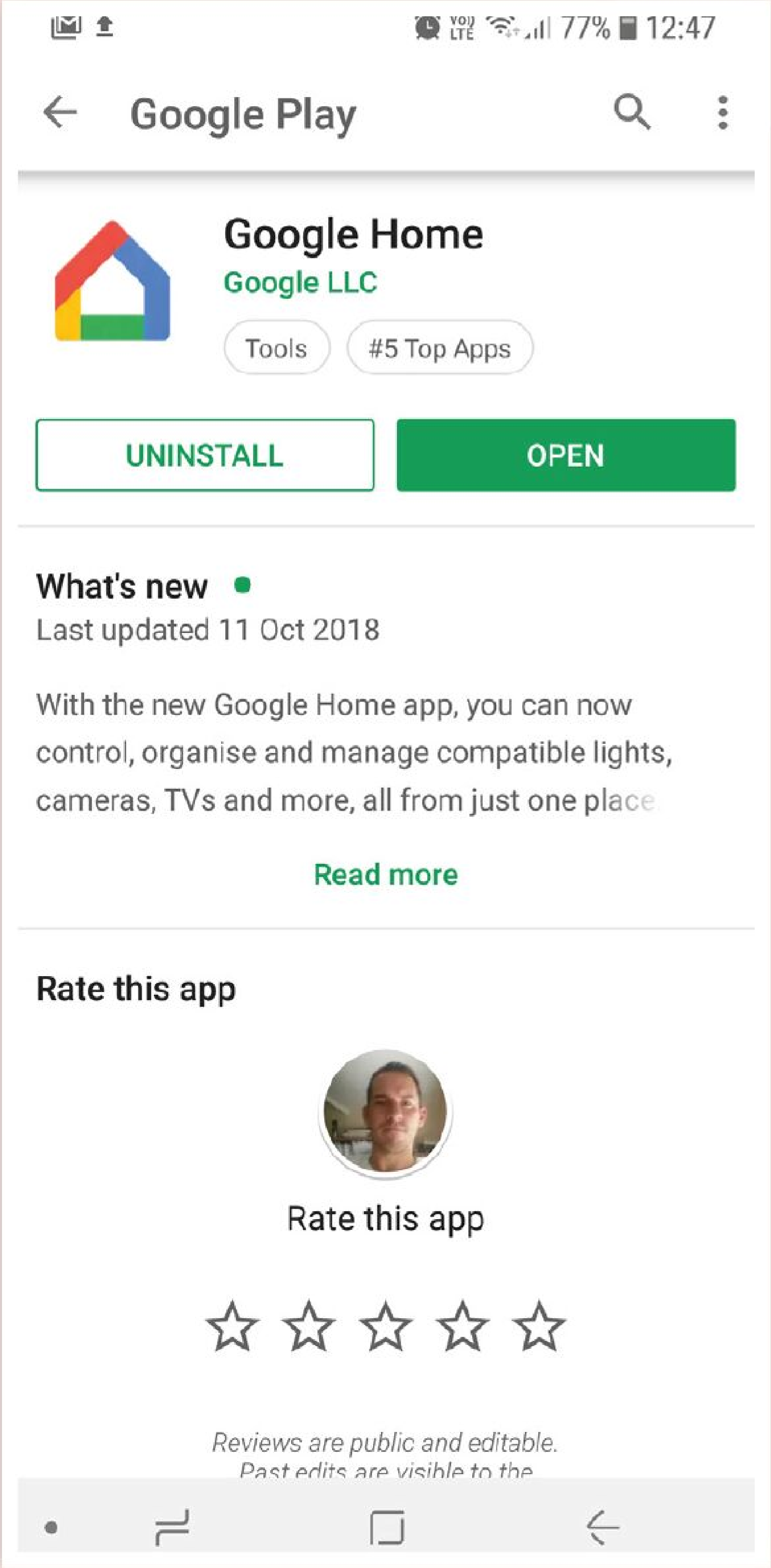
Operating system
- Android • iOS

Google Home First Time Setup

Setting up your Google Home device properly for the first time will make using it much easier, so take the time to get things right. You will need to have the speaker, an Android device, a Google account and a working Wi-Fi connection that both Android and Home devices can connect to.

Setting Up Google Home

All of the setup for your Google Home speaker is done through the Google Home app for Android. Use this app for future access and changes to the settings.



77% 12:47

Google Play

Google Home
Google LLC
Tools #5 Top Apps

UNINSTALL OPEN

What's new
Last updated 11 Oct 2018

With the new Google Home app, you can now control, organise and manage compatible lights, cameras, TVs and more, all from just one place

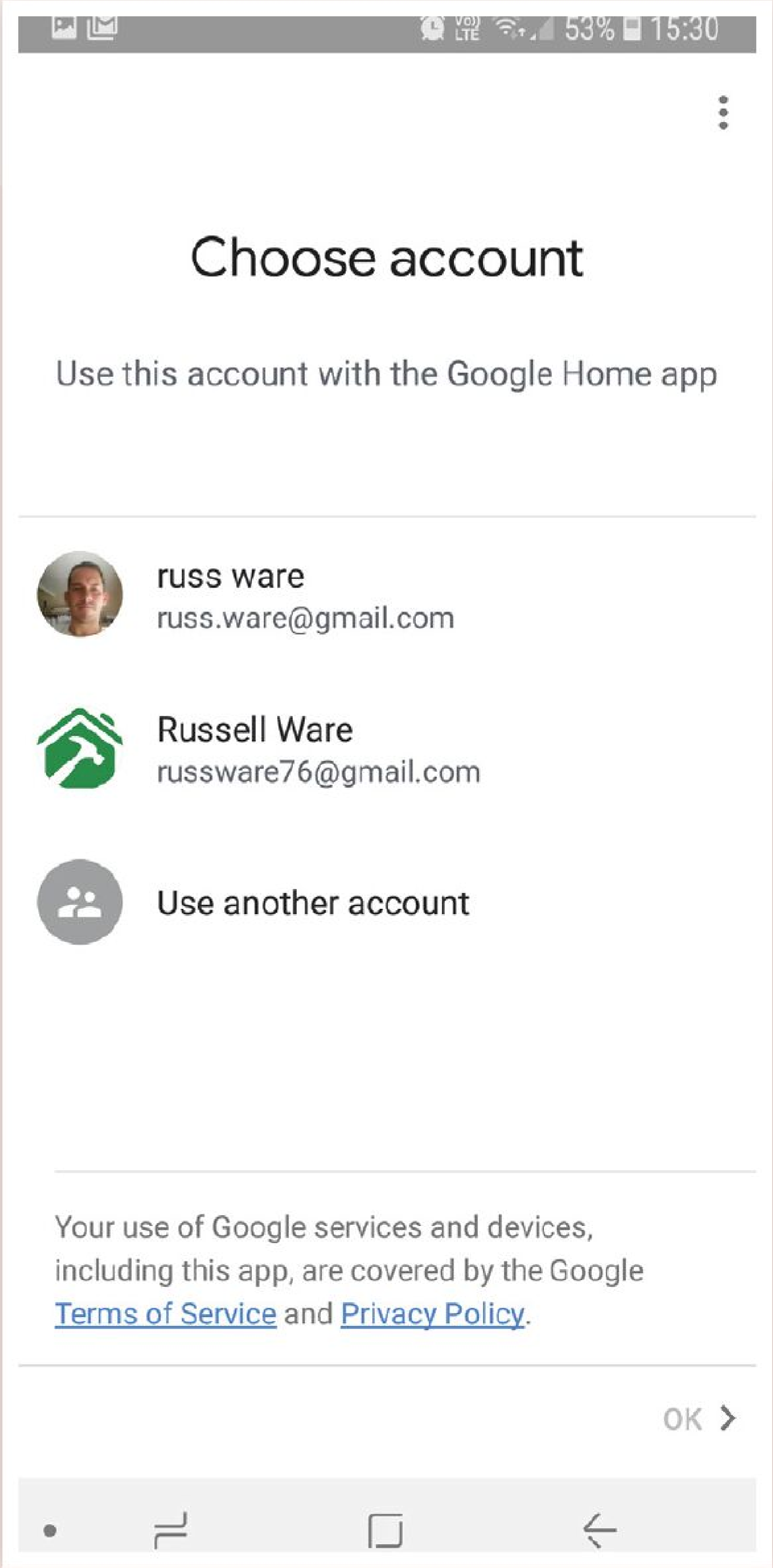
Read more

Rate this app

Rate this app

☆ ☆ ☆ ☆ ☆

Reviews are public and editable. Past edits are visible to the



53% 15:30

Choose account

Use this account with the Google Home app

russ ware
russ.ware@gmail.com

Russell Ware
russware76@gmail.com

Use another account

Your use of Google services and devices, including this app, are covered by the Google Terms of Service and Privacy Policy.

OK >

Step 1

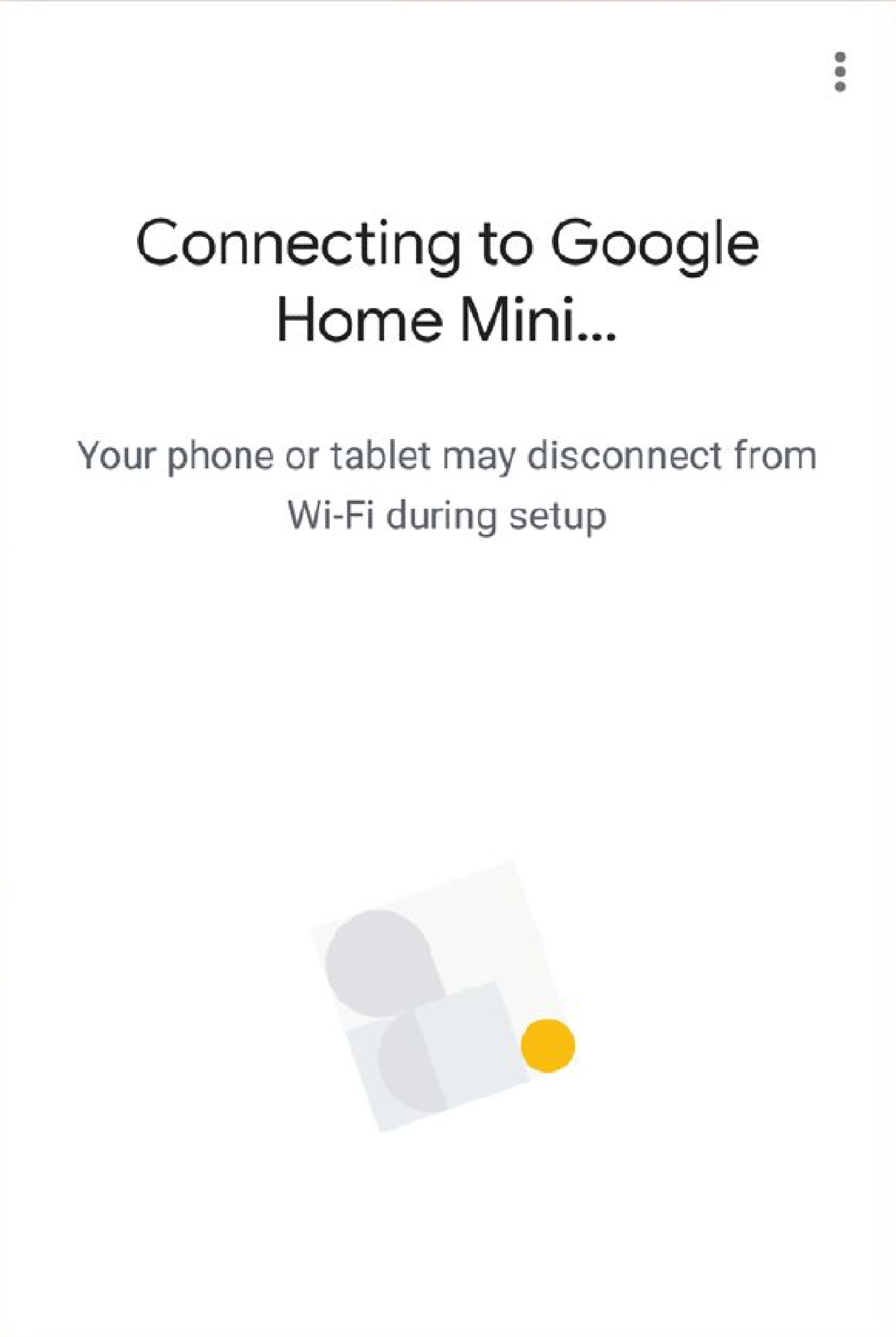
› Plug in your Google Home device and wait for the audio cue to show it is ready to be set up. Make sure that the switch that controls the microphone is set to "On". If you accidentally turn the microphone off on your speaker, the device will inform you accordingly.

Step 2

› Currently, Google Home is only available for Android devices, and most have it pre-installed. If you don't already have it, find the app on the Google Play store, download and install it on your mobile device (phone or tablet). Once installed, open the app.

Step 3

› You will need to make sure that your mobile device is connected to the same Wi-Fi network you intend to use for the Google Home speaker. It won't work if you are using a 4G network to connect. Once connected, open the Home app and confirm which Google account you will use to log in.

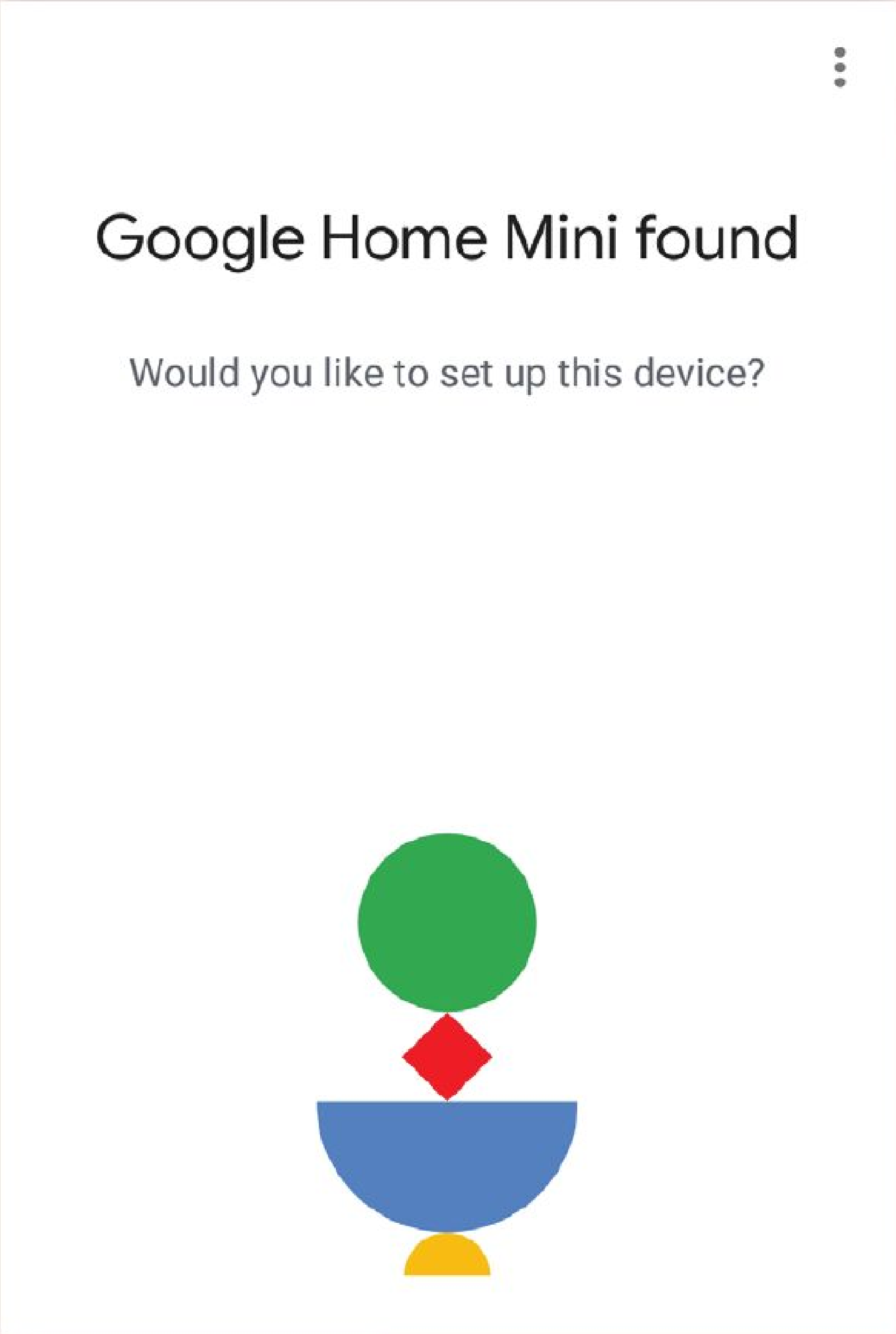


Connecting to Google Home Mini...

Your phone or tablet may disconnect from Wi-Fi during setup

Step 4

› The Google Home app scans for nearby devices that are plugged in and ready to set up. If no devices are found, and you're setting up a device, tap Yes. Make sure that you're near the Google Home device that you're setting up and it's plugged into a wall socket. Then tap Next.

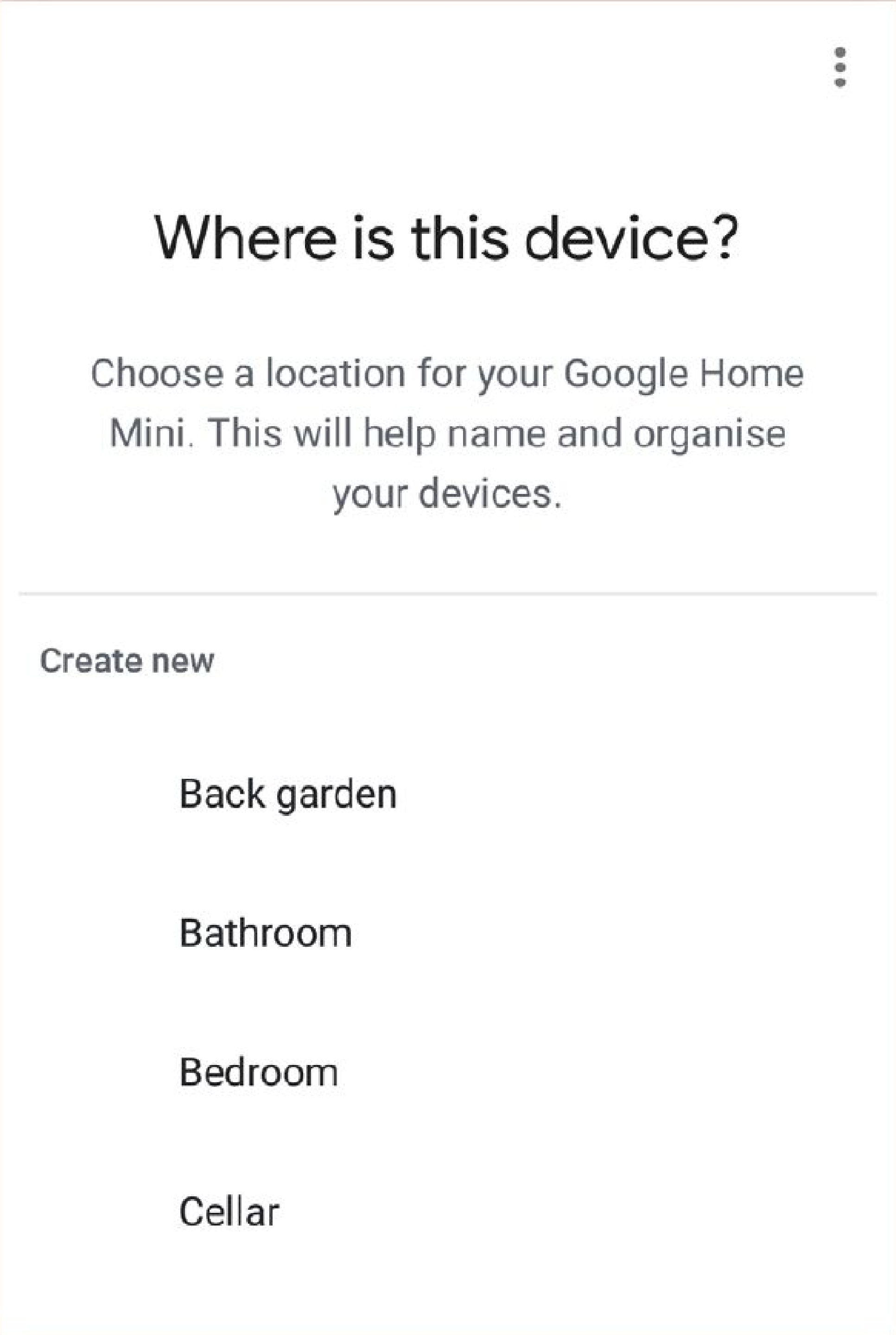


Google Home Mini found

Would you like to set up this device?

Step 5

› Hopefully your device will be found by the app, displayed on screen and you can then tap Next to continue. If you are setting up multiple devices, select the one you want to set up first, and then tap Next. The app will now connect your phone to your new Google Home ready for configuration.



Where is this device?

Choose a location for your Google Home Mini. This will help name and organise your devices.

Create new

Back garden

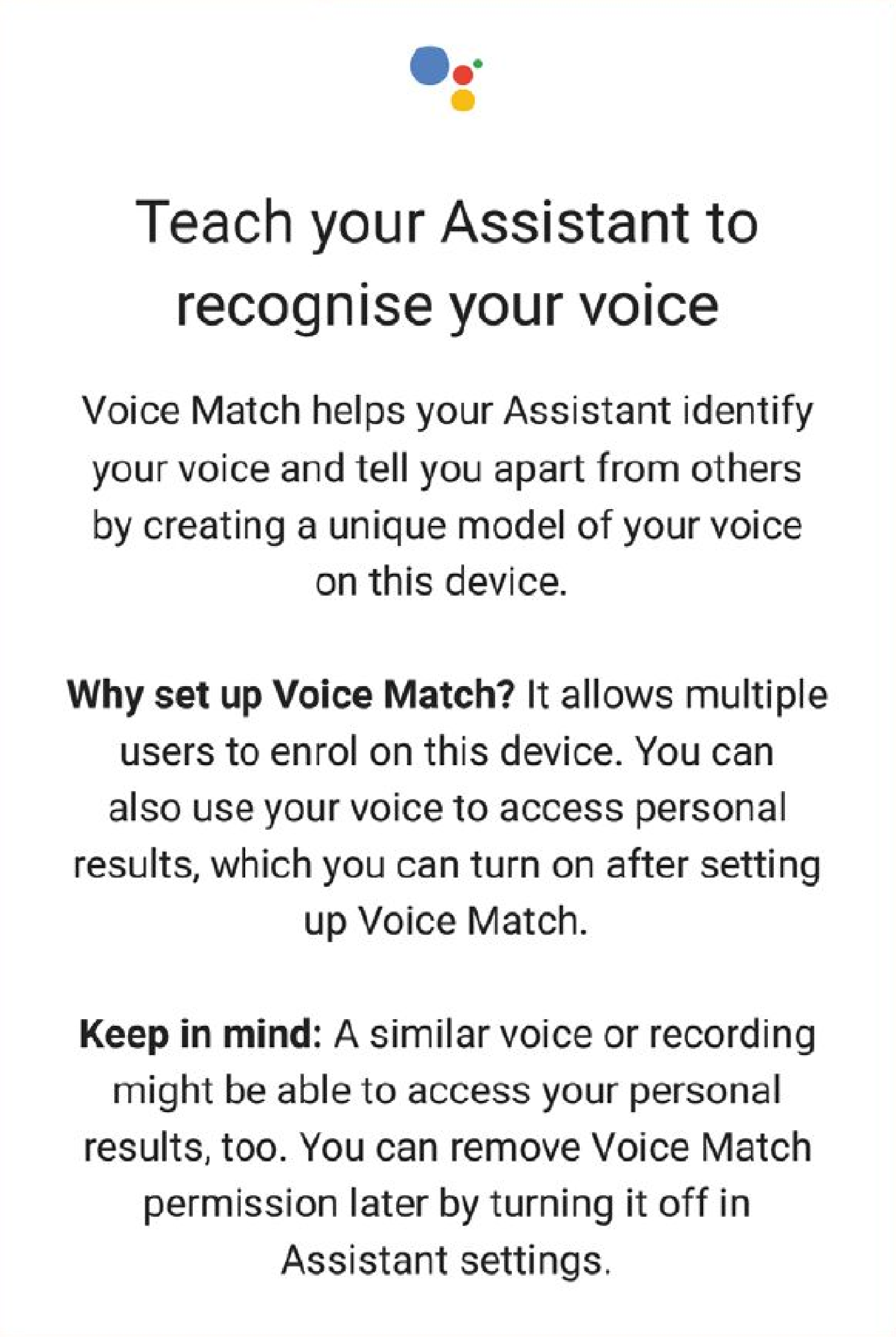
Bathroom

Bedroom

Cellar

Step 6

› You should hear a sound on your speaker to show it is connected. You can now continue the setup by selecting the room it will be in (this is just to identify the speaker), choosing your region, and setting the assistant language you want to use. Once done, you will need to connect to your Wi-Fi network.



Teach your Assistant to recognise your voice

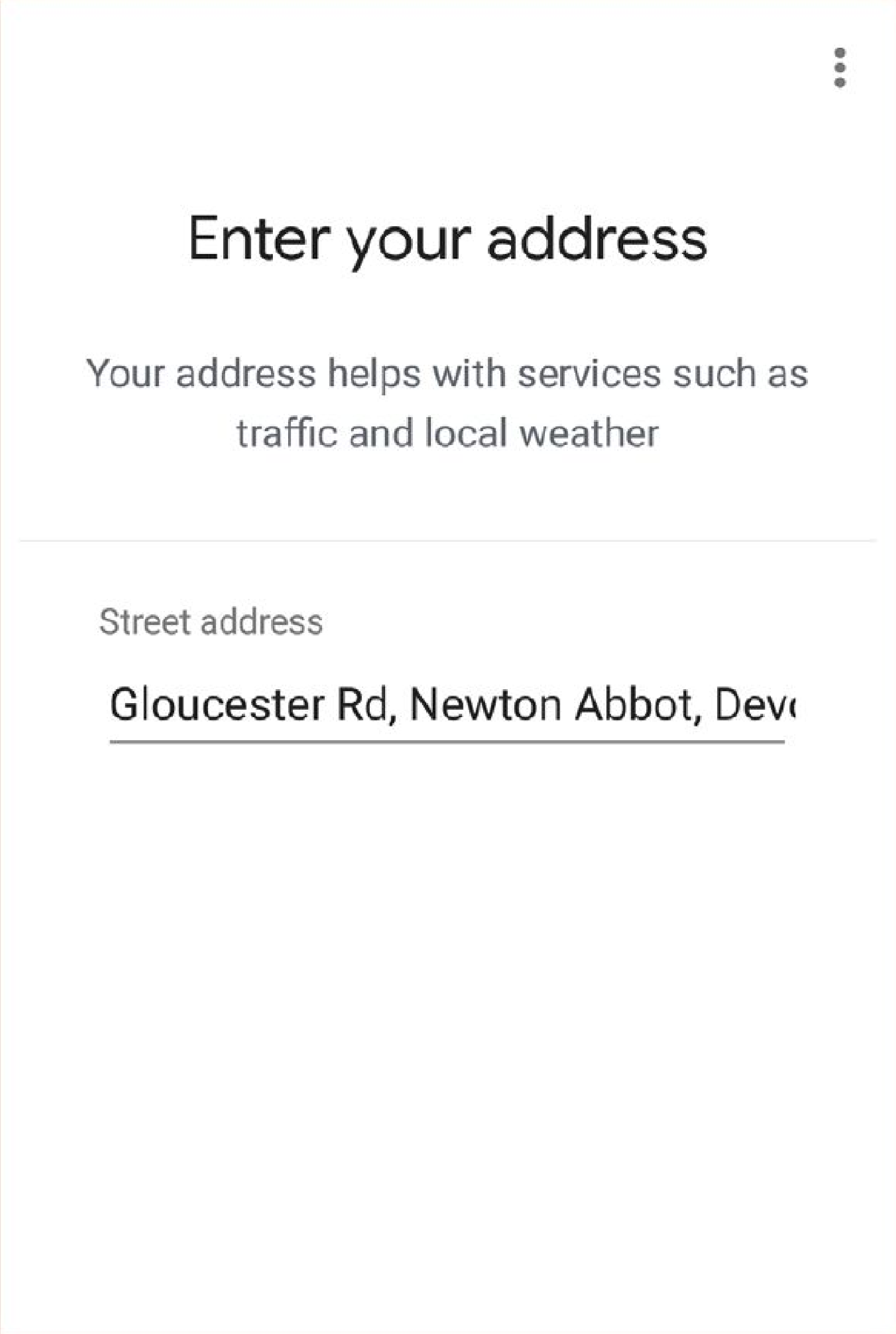
Voice Match helps your Assistant identify your voice and tell you apart from others by creating a unique model of your voice on this device.

Why set up Voice Match? It allows multiple users to enrol on this device. You can also use your voice to access personal results, which you can turn on after setting up Voice Match.

Keep in mind: A similar voice or recording might be able to access your personal results, too. You can remove Voice Match permission later by turning it off in Assistant settings.

Step 7

› Next, to improve your Google Home experience, set up Voice Match. Voice Match allows multiple users to use the same device and get personalised results. Follow the prompts on screen to teach Google to recognise you. You can remove Voice Match settings later if you wish.



Enter your address

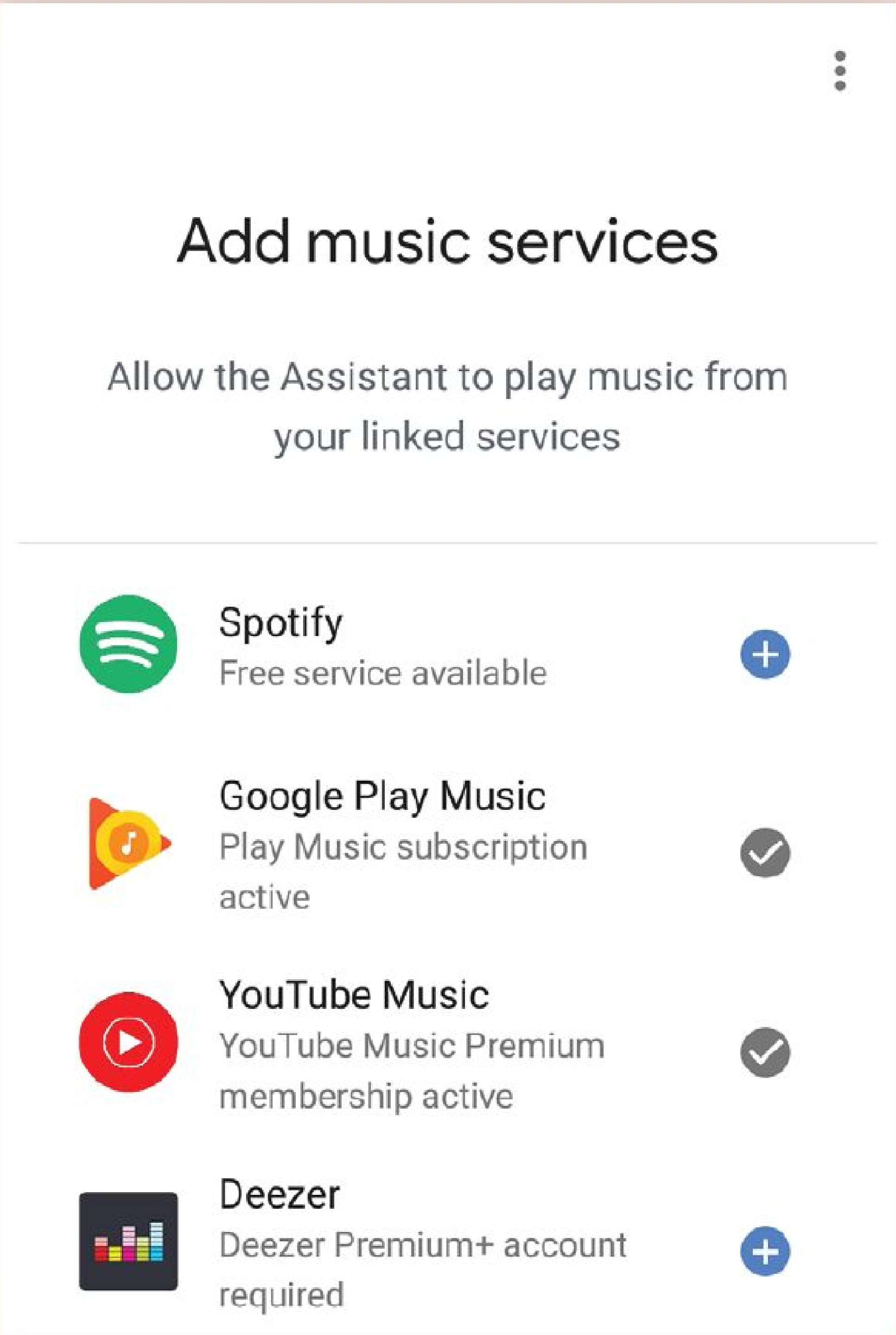
Your address helps with services such as traffic and local weather

Street address

Gloucester Rd, Newton Abbot, Dev

Step 8

› The Google Home app will ask for access to use your location to pre-fill your address. This is the address where your device is located. If you allow access, your address will be pre-filled; otherwise, you will need to enter it manually. When your address is entered tap Next.



Add music services

Allow the Assistant to play music from your linked services

Spotify
Free service available

Google Play Music
Play Music subscription active

YouTube Music
YouTube Music Premium membership active

Deezer
Deezer Premium+ account required

Step 9

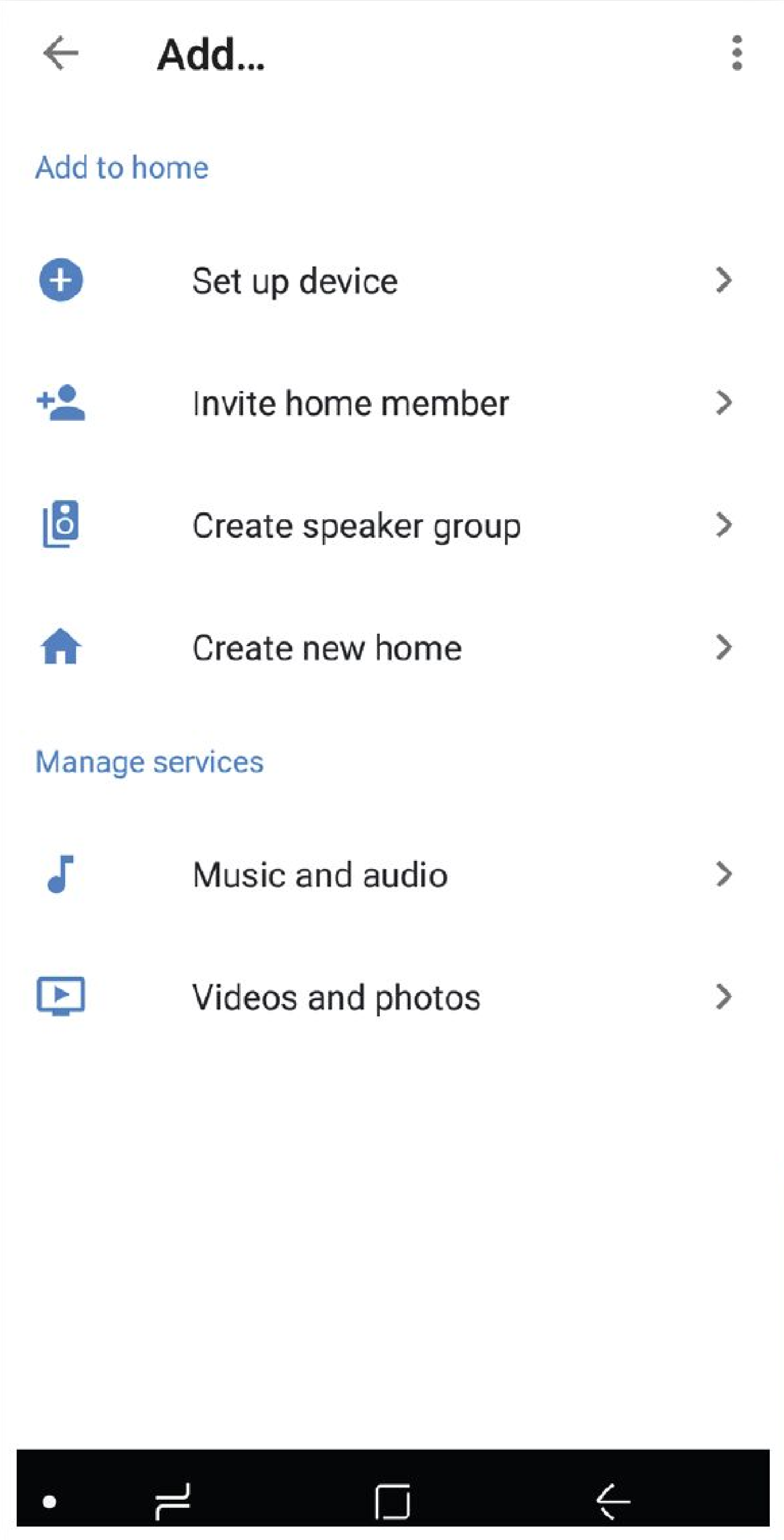
› You can now add your favourite services, for example music. Spotify, Google Play Music, YouTube Music and Deezer are just some of those available. If you add more than one, you will need to choose a default music service. Follow the further on-screen prompts to complete the setup.

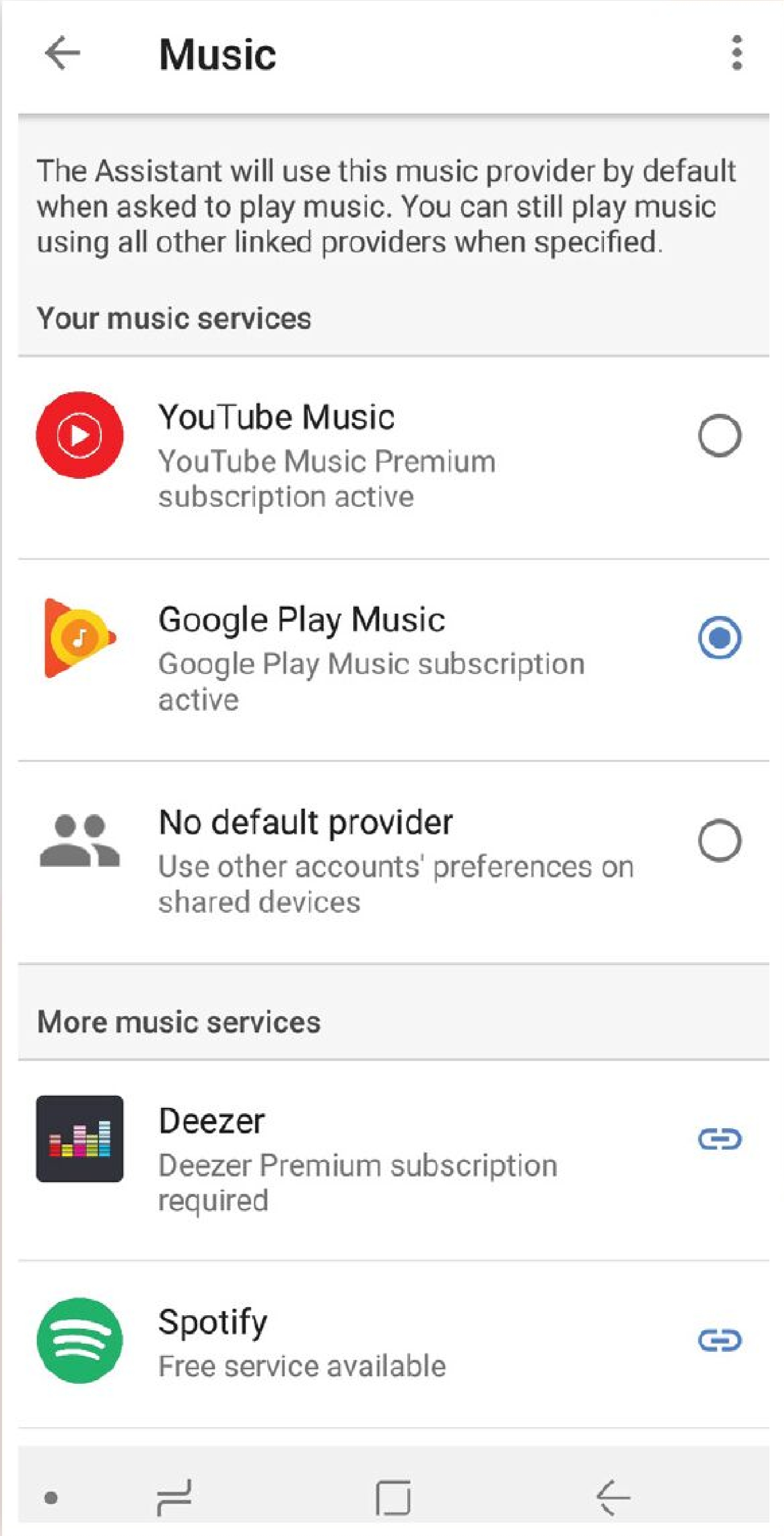
Play Music on Google Home

Listening to the music you want on Google Home requires you to set up the music services it uses. To do this you need to know how to ask the speaker to play, stop, pause, shuffle and skip the music you want! Let's take a look at just how you listen to music on Google Home.

Choosing Music Services

You can connect your speaker to a great variety of different music services, from Google Play Music to Spotify and Deezer, which will give you access to millions of songs.





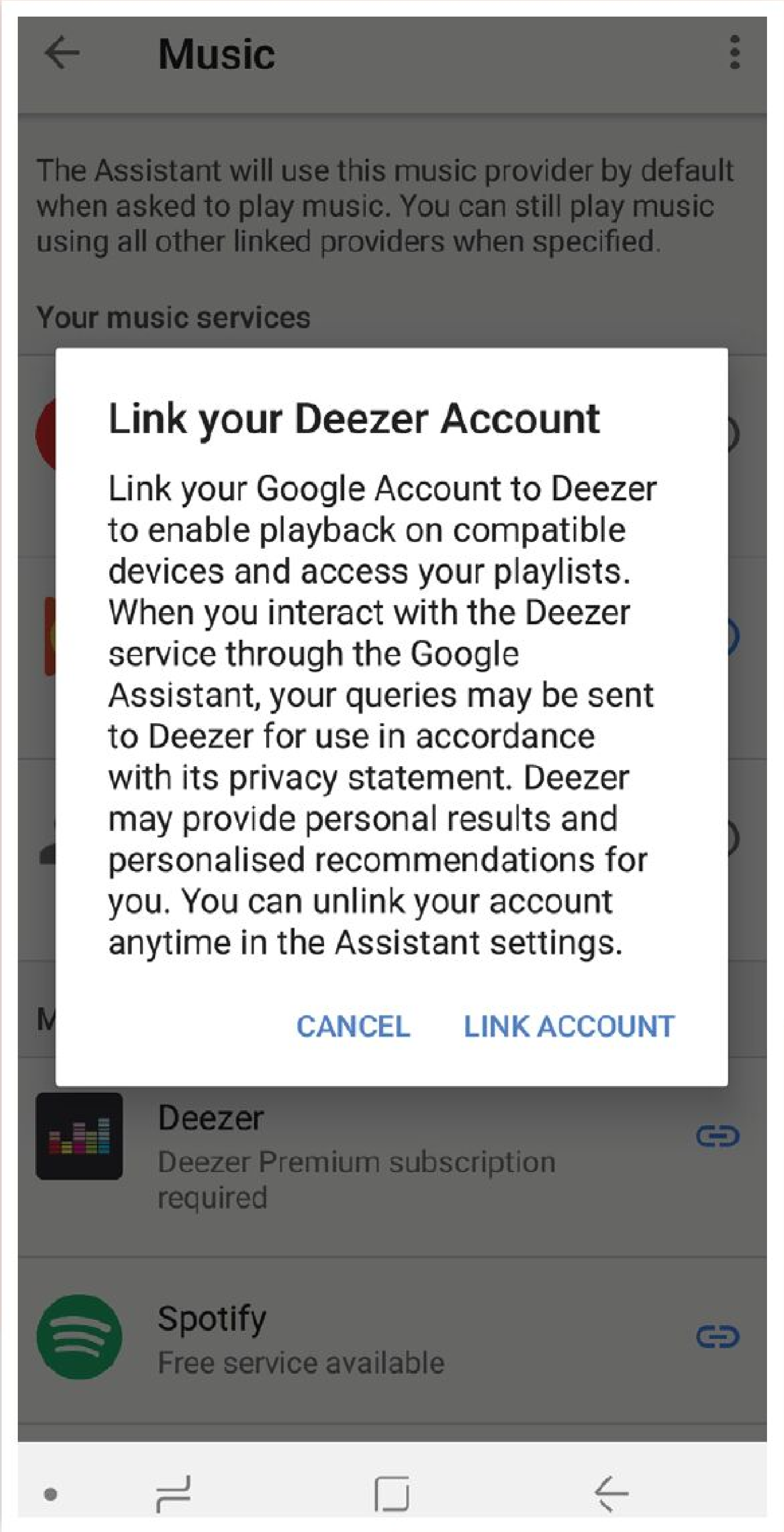
The Assistant will use this music provider by default when asked to play music. You can still play music using all other linked providers when specified.

Your music services

- YouTube Music — YouTube Music Premium subscription active ○
- Google Play Music — Google Play Music subscription active ●
- No default provider — Use other accounts' preferences on shared devices ○

More music services

- Deezer — Deezer Premium subscription required
- Spotify — Free service available



Link your Deezer Account

Link your Google Account to Deezer to enable playback on compatible devices and access your playlists. When you interact with the Deezer service through the Google Assistant, your queries may be sent to Deezer for use in accordance with its privacy statement. Deezer may provide personal results and personalised recommendations for you. You can unlink your account anytime in the Assistant settings.

Step 1

› You will have been asked to choose a music service during the setup of the Google home speaker, but if you skipped this step, or want to add more, you can add services at any time. Open the Google Home app on your Android device and tap the +Add button on the Home tab. Then tap Music and audio.

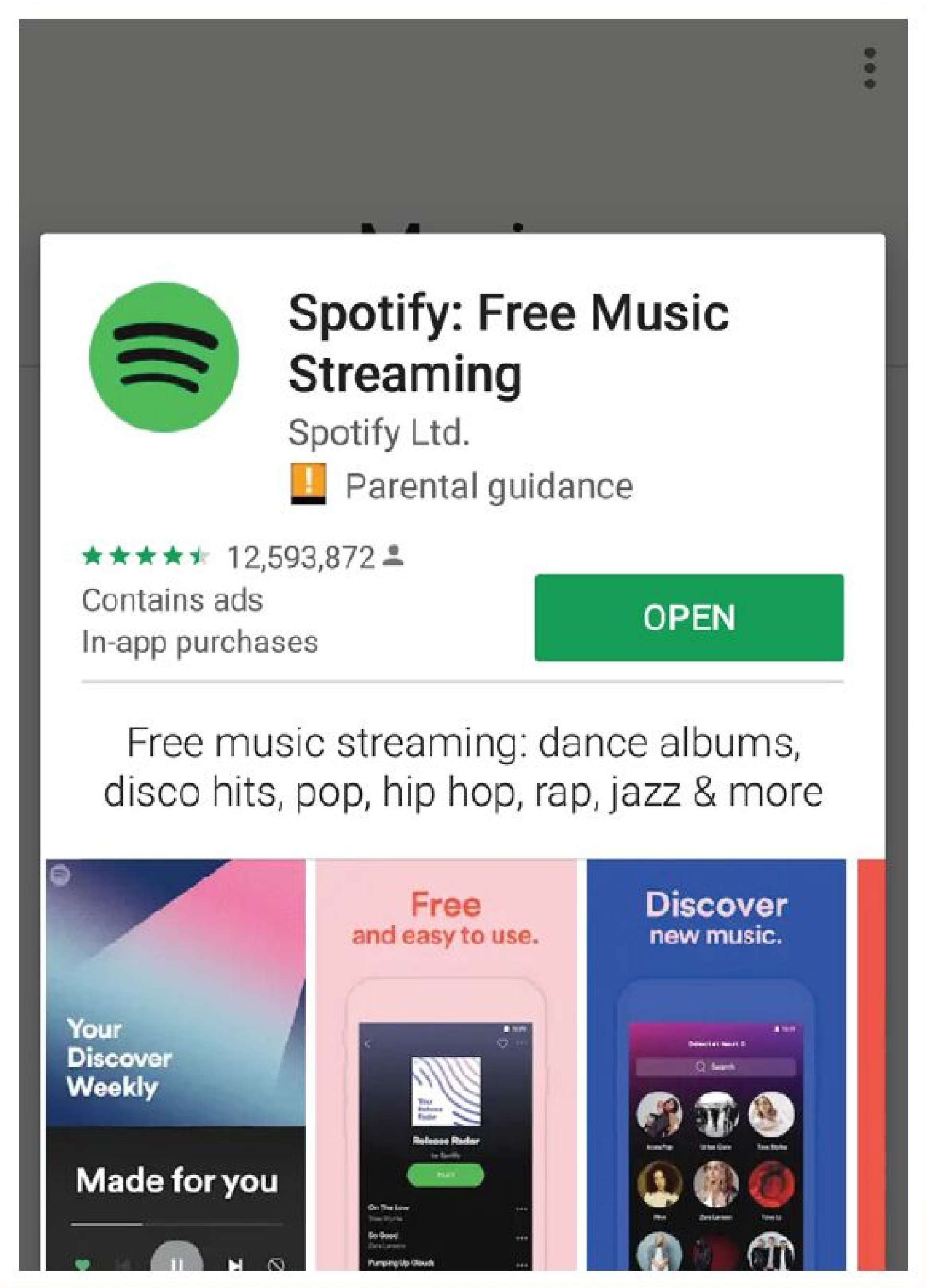
Step 2

› If you have a Google Play Music or YouTube Red account (connected to the current Google account), these services will be linked automatically. To link one of the other music services, tap the small link icon next to each one. Read the information in the box that pops up and then tap Link Account.

Step 3

› You will now be taken to the music service Login screen, where you will have to log in to your account (or create an account if you don't already have one). Once this is done successfully, you will be returned to the Home app where you will see the music service linked to your Home device.

Playing Music on Google Home



Spotify: Free Music Streaming

Spotify Ltd.

Parental guidance

★★★★★ 12,593,872

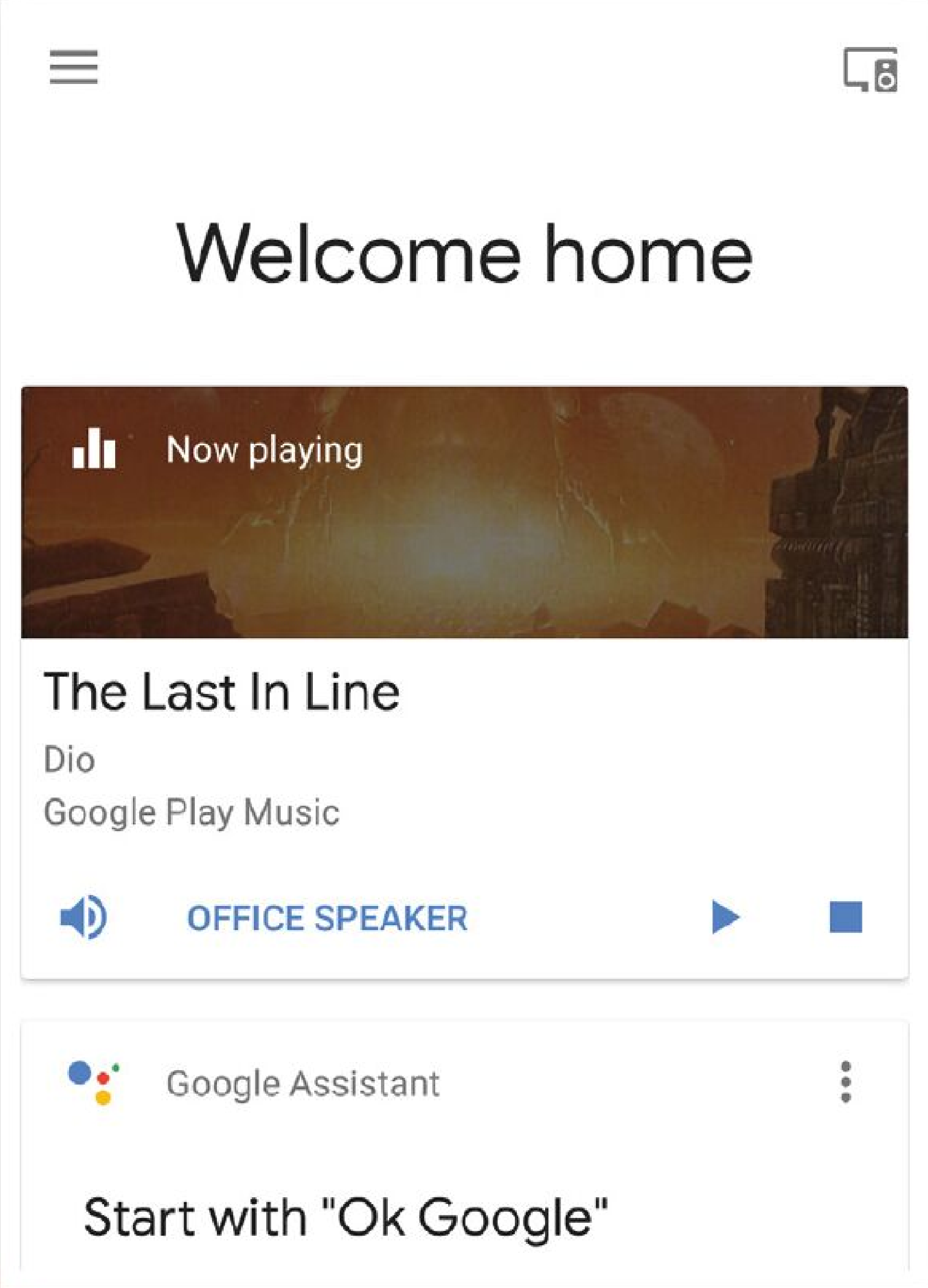
Contains ads

In-app purchases

Free music streaming: dance albums, disco hits, pop, hip hop, rap, jazz & more

Step 1

› Now you have your music services linked to Google Home, you can start listening. Exactly what music you can listen to depends on which service you are using. For example, you may not be able to request certain songs by name if you only have a Spotify Free account.



Welcome home

Now playing

The Last In Line

Dio

Google Play Music

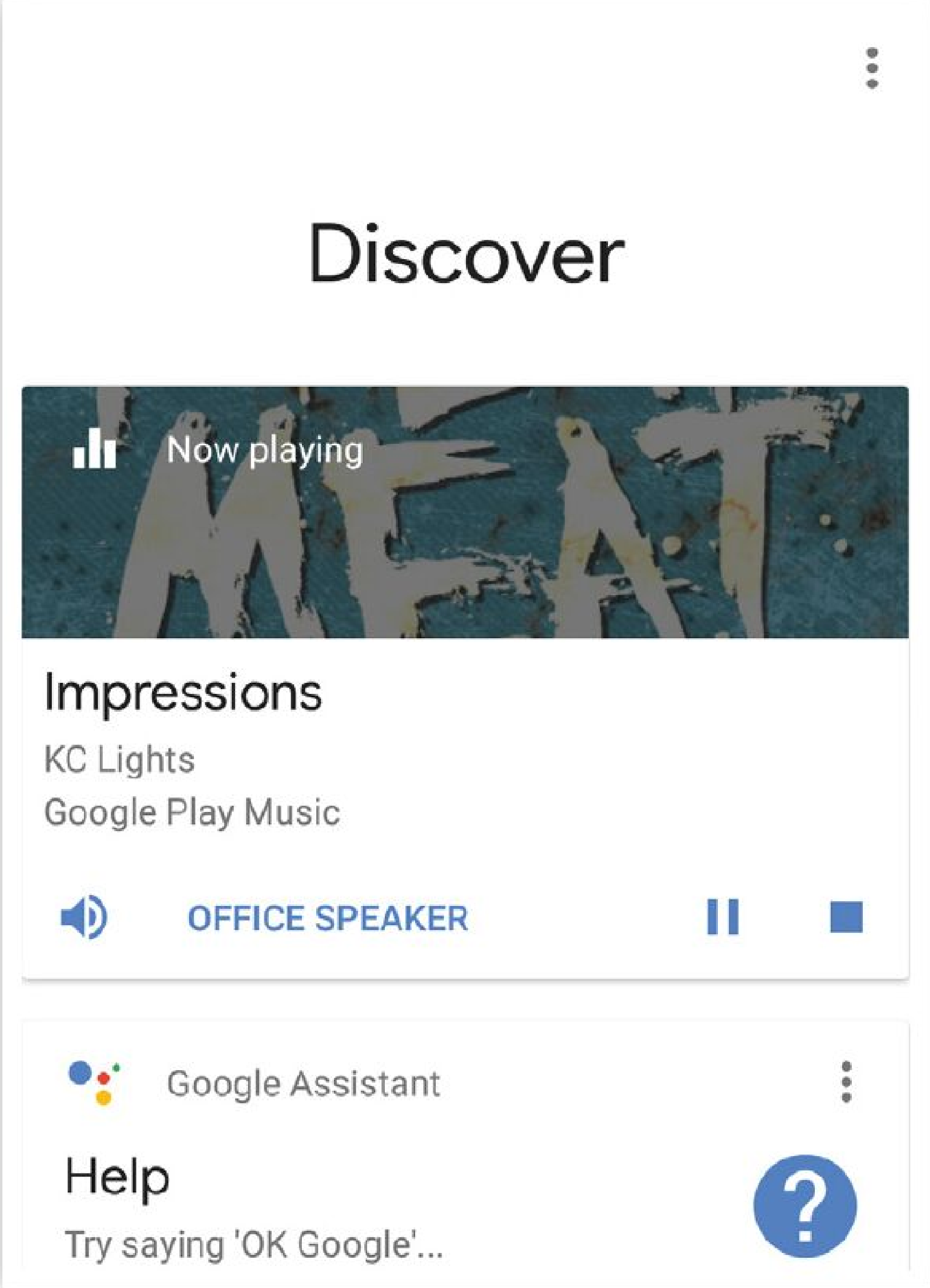
OFFICE SPEAKER

Google Assistant

Start with "Ok Google"

Step 2

› To play a specific song, say "Hey Google, play <song name>," "Hey Google, play <song name> by <artist name>," or "…play <song name> on <music service>." Certain music services will also allow you to search for songs by saying, "…play songs like <song name>."



Discover

Now playing

Impressions

KC Lights

Google Play Music

OFFICE SPEAKER

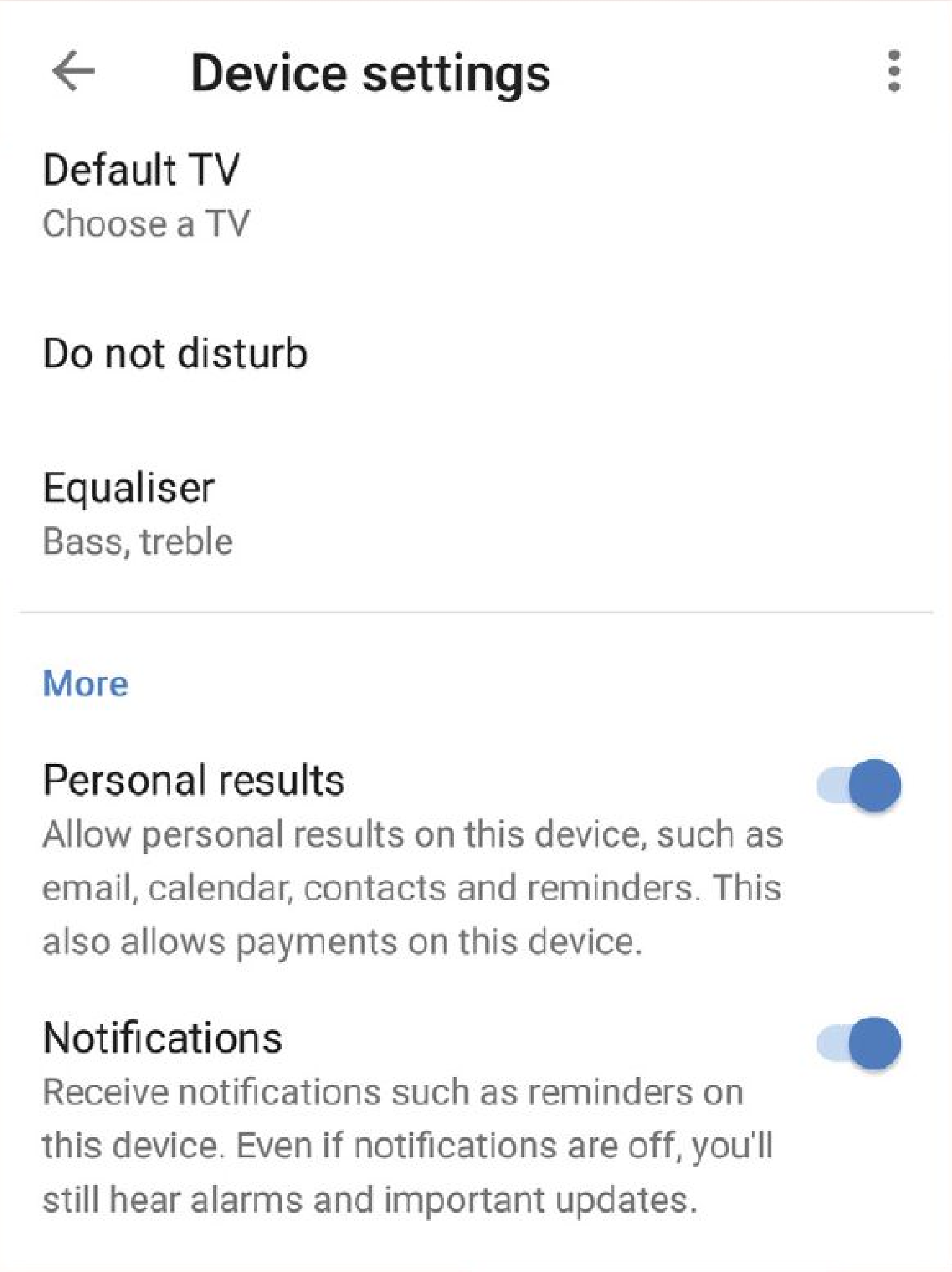
Google Assistant

Help

Try saying 'OK Google'...

Step 3

› There are some specific commands for the different music services, but all of them will react to the general music control commands. These are: "Play," "Shuffle," "Pause," "Resume," "Stop," "Next," "Skip," "What song is playing?" "Volume up/down," or "Set volume to 5."



Device settings

Default TV
Choose a TV

Do not disturb

Equaliser
Bass, treble

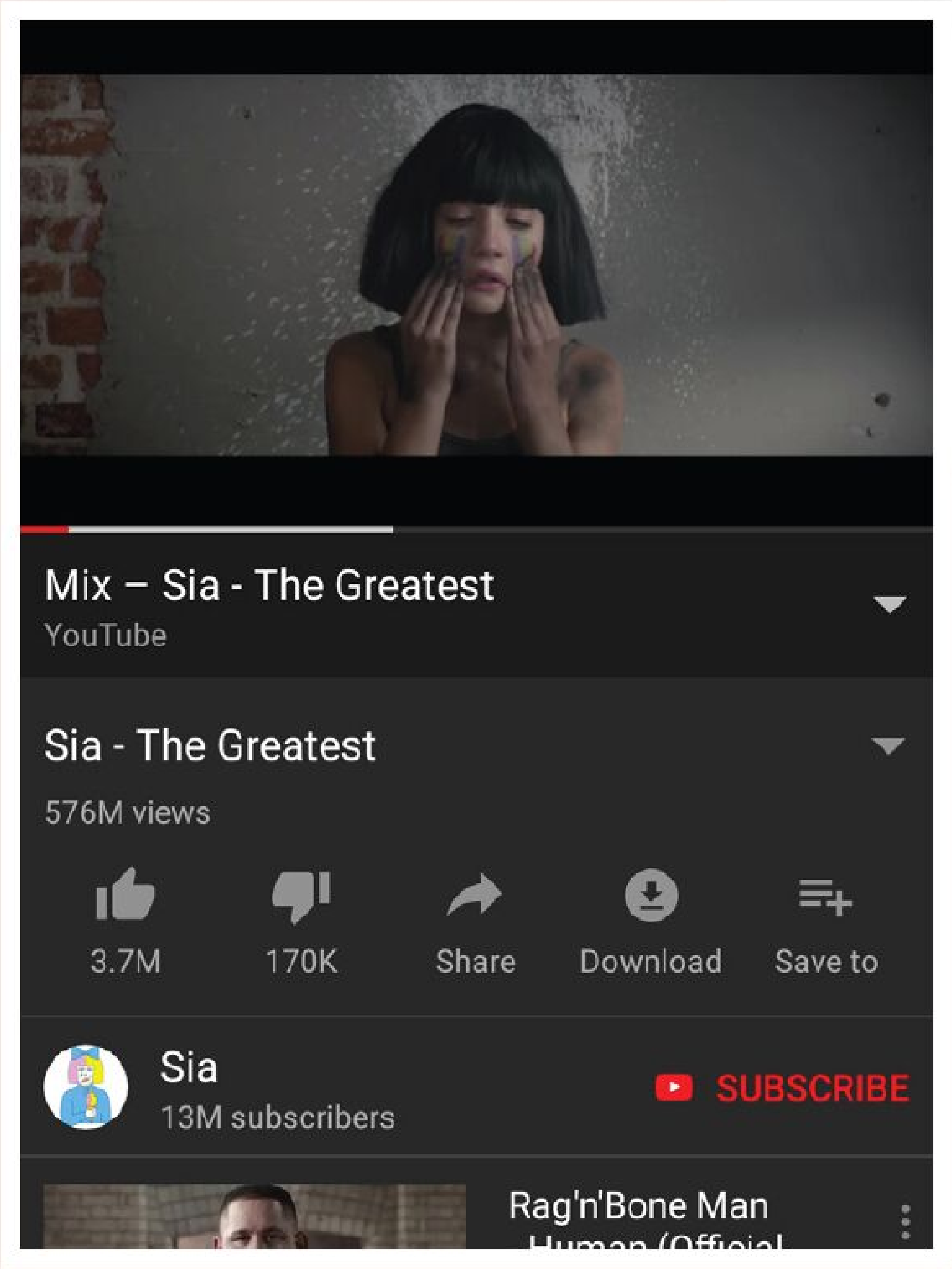
More

Personal results
Allow personal results on this device, such as email, calendar, contacts and reminders. This also allows payments on this device.

Notifications
Receive notifications such as reminders on this device. Even if notifications are off, you'll still hear alarms and important updates.

Step 4

› Guests and housemates cannot access your library content if you've set up Voice Match. However, you can give them access by uploading your music to their account. If you haven't set up Voice Match, guests and housemates can access music from your library in the same way you can.



Mix – Sia - The Greatest
YouTube

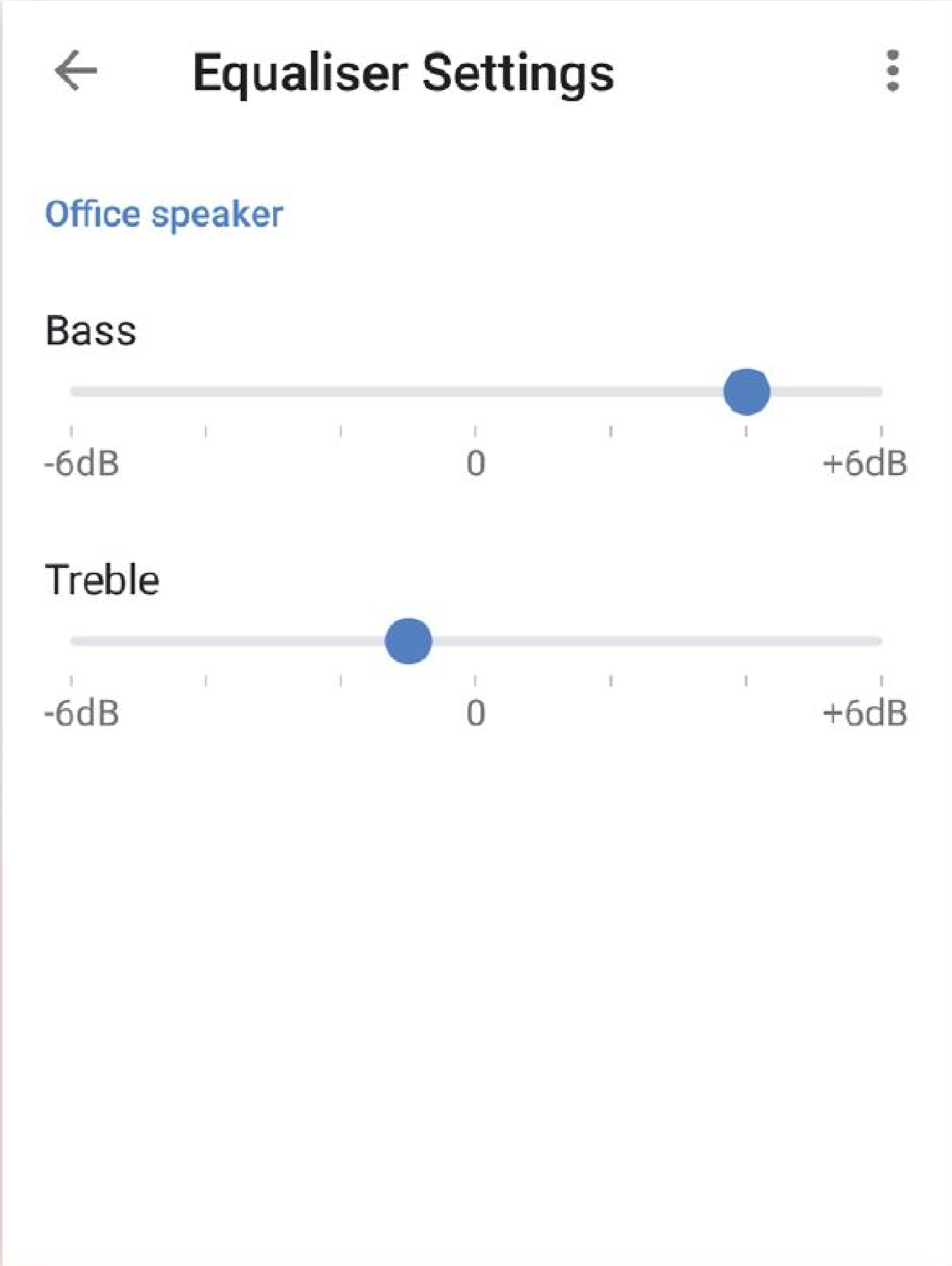
Sia - The Greatest
576M views

Sia
13M subscribers

Rag'n'Bone Man
Human (Official

Step 5

› You can also play music from your desktop Chrome browser on your Google Home speaker (as long as the computer is connected to the same Wi-Fi network). Open the browser and start playing the music. Click the Chrome menu button, select Cast and choose the speaker to play through.



Equaliser Settings

Office speaker

Bass

Treble

Step 6

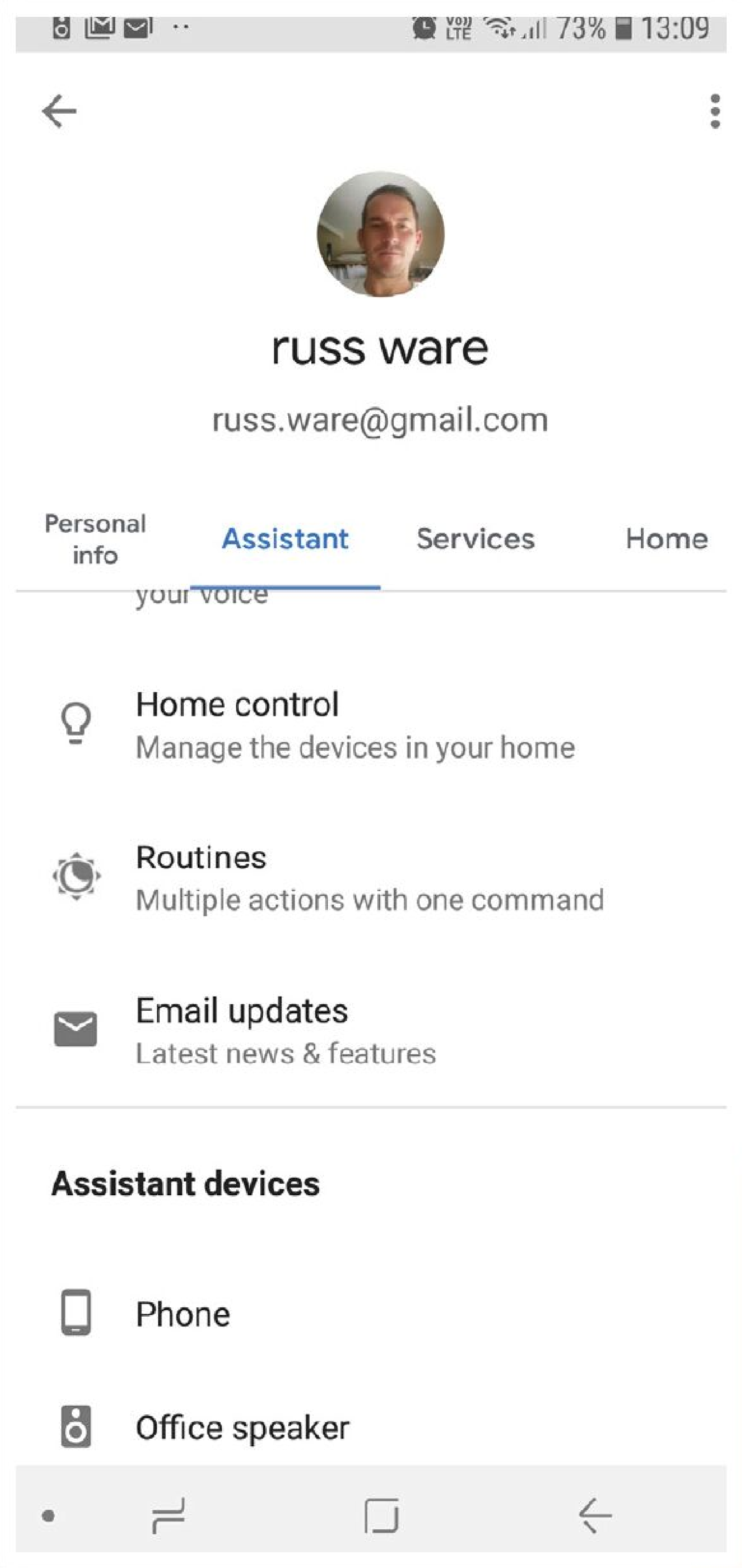
› You can use the Home app on your Android device to control the music that is playing on your speaker. Open the app and tap the speaker name on the home tab. Here you will see play and pause controls, along with a volume slider. Tap the Equaliser button to change bass and treble levels.

Using Google Home Routines

Routines are a set of actions that your Google Home can perform when activated by a single voice command. You can customise existing preset routines in the Google Home app, or you can create your own routines from scratch, using a wide variety of available actions.

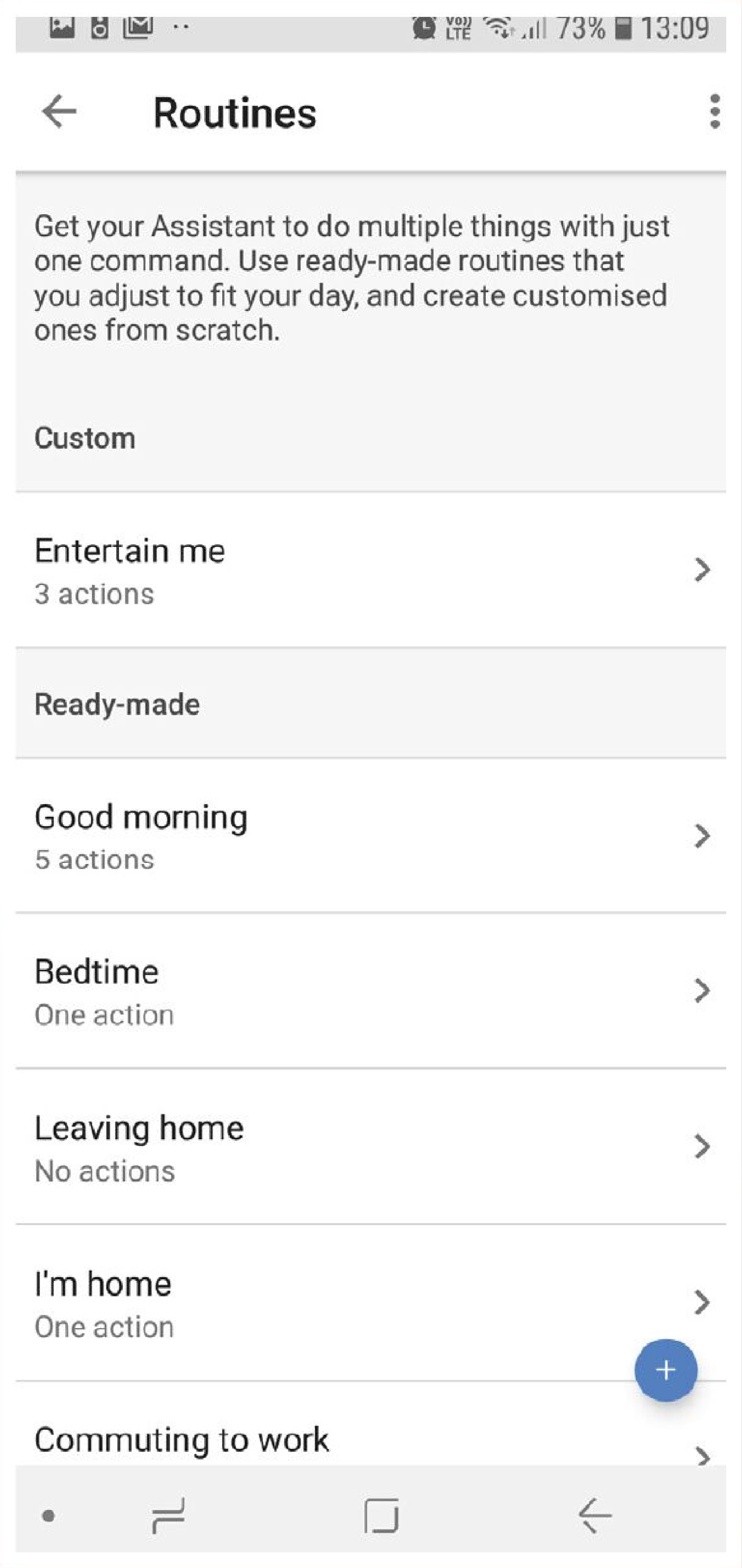
Create and Manage Routines

Learn how to customise, create and use Routines with your Google Home speaker and the Google Home app.


73% 13:09
russ ware
russ.ware@gmail.com
Personal info
Assistant
Services
Home
your voice
Home control
Manage the devices in your home
Routines
Multiple actions with one command
Email updates
Latest news & features
Assistant devices
Phone
Office speaker

Step 1

› Your Google Home app comes with several pre-set routines. To view or edit these, tap the Menu button at the top left, and select "More settings". Scroll down and tap the "Routines" section. Here you will see displayed all of the existing routines, for example "Good morning" or "Bedtime".

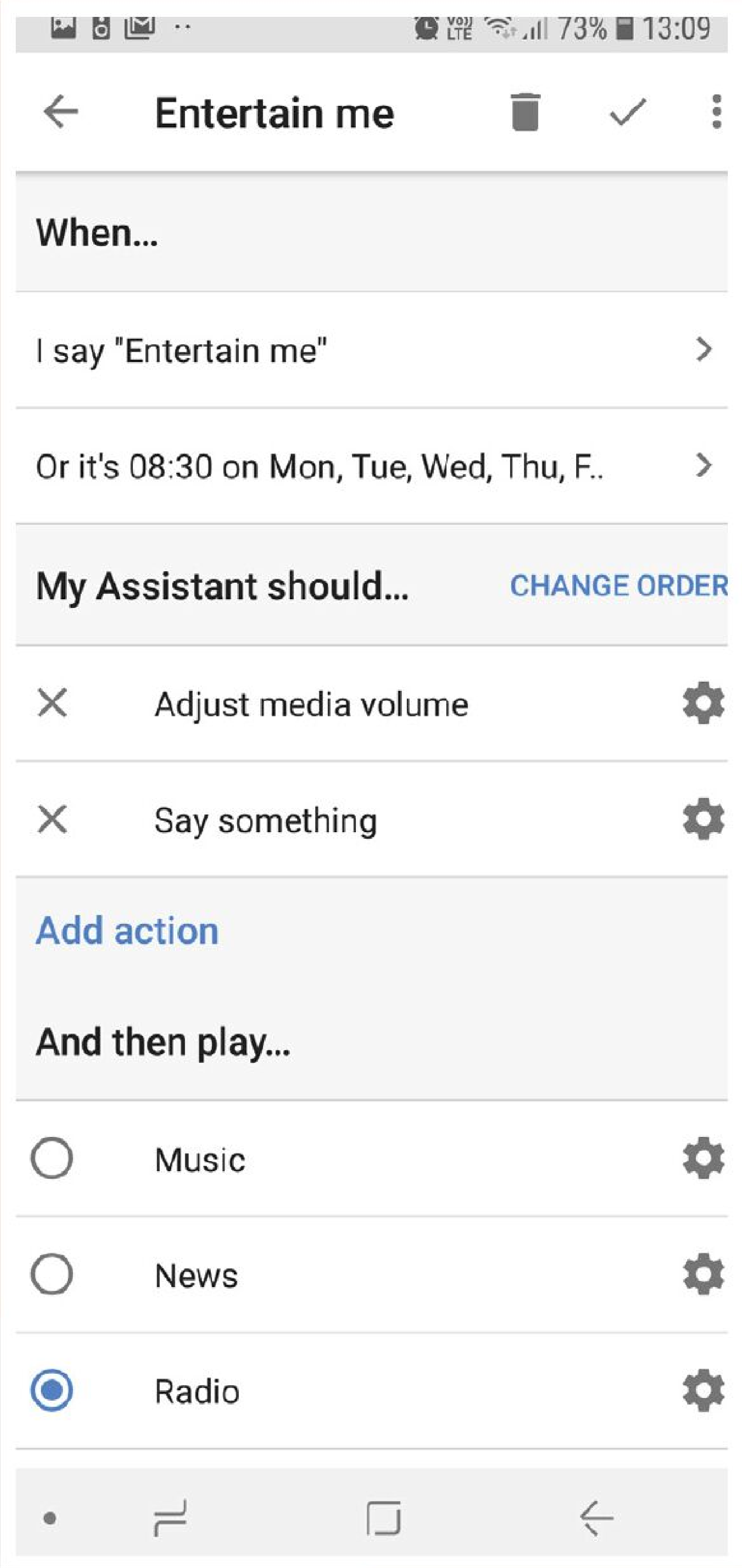

73% 13:09
Routines

Get your Assistant to do multiple things with just one command. Use ready-made routines that you adjust to fit your day, and create customised ones from scratch.

Custom
Entertain me
3 actions
Ready-made
Good morning
5 actions
Bedtime
One action
Leaving home
No actions
I'm home
One action
Commuting to work
+

Step 2

› Below each routine name, you will see the number of associated actions. Tap a routine to start editing it. While all routines can be edited, you will notice they have differing numbers of actions that can be added. The pre-set routines illustrate this difference.


73% 13:09
Entertain me
When...

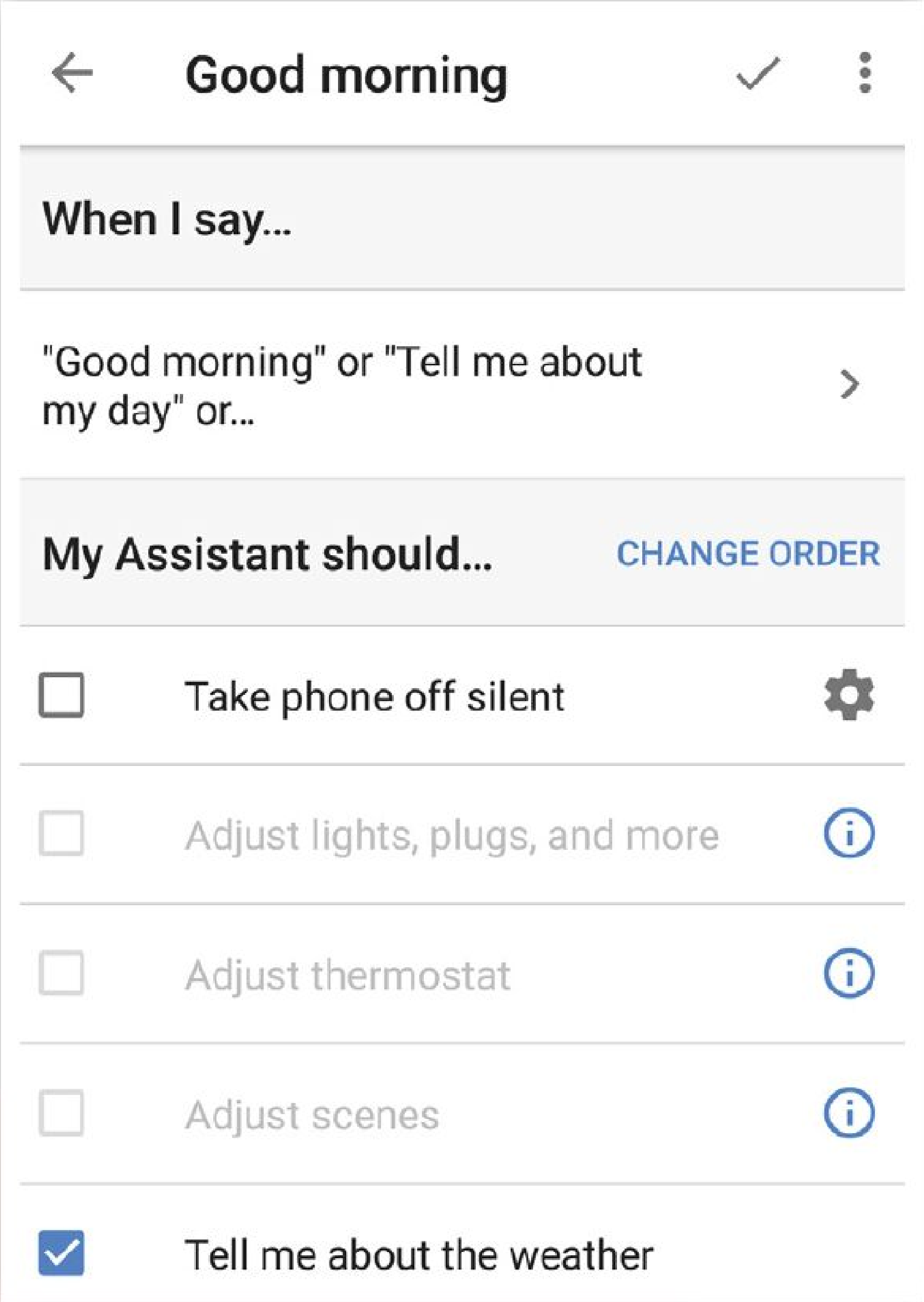
I say "Entertain me"

Or it's 08:30 on Mon, Tue, Wed, Thu, F..

My Assistant should...
CHANGE ORDER
Adjust media volume
Say something
Add action
And then play...
Music
News
Radio

Step 3

› Routines are split into sections: "When I say…", (the command) "My assistant should…" (the main actions to perform) followed by "And then play" (additional actions). You can manage and edit each of these sections individually.



Good morning

When I say...

"Good morning" or "Tell me about my day" or...

My Assistant should... CHANGE ORDER

☐ Take phone off silent

☐ Adjust lights, plugs, and more

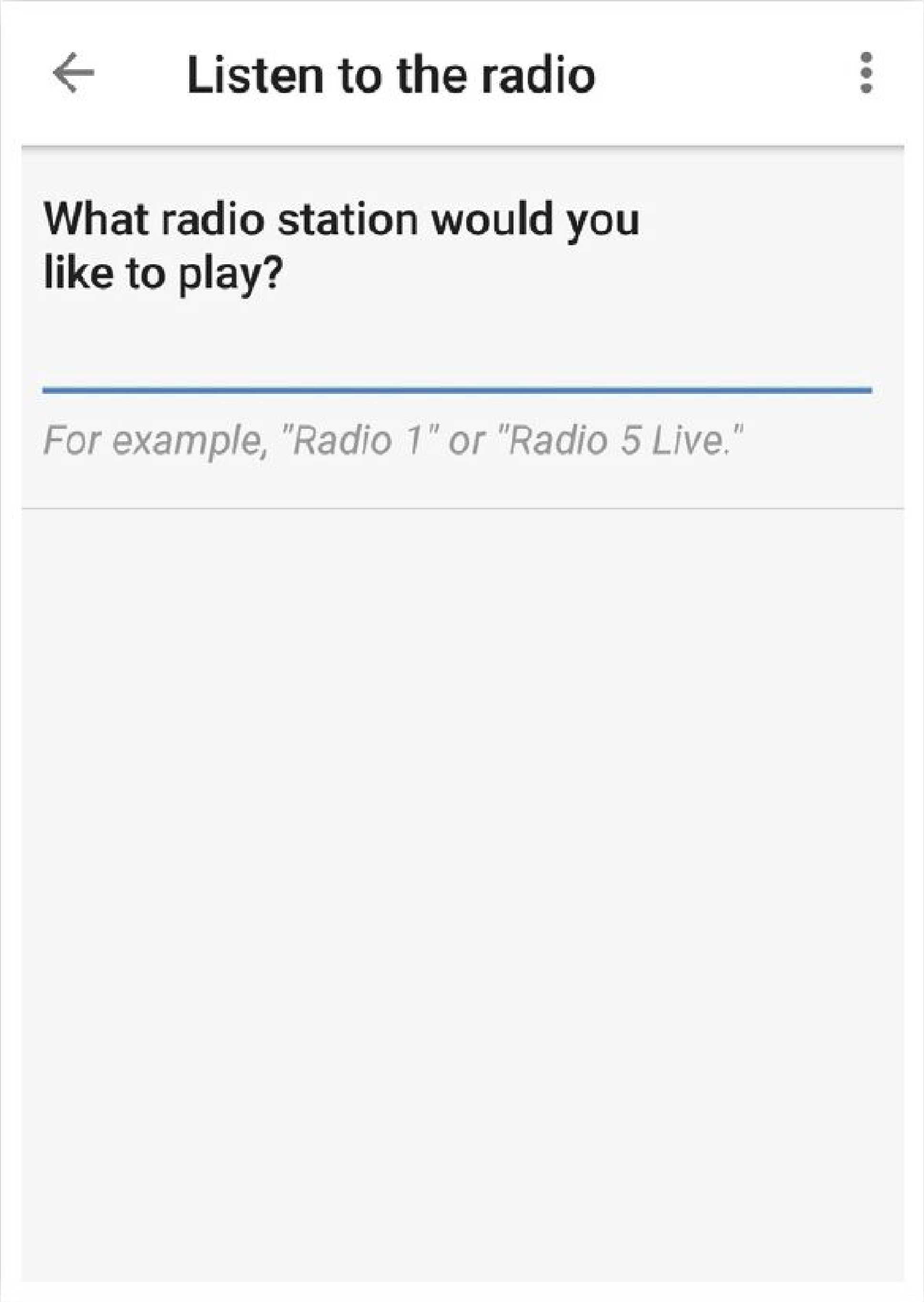
☐ Adjust thermostat

☐ Adjust scenes

☑ Tell me about the weather

Step 4

For example, the single command "Good morning" could take the phone off silent, tell you the weather alongside your reminders and commute information. It could then give you the news headlines from a variety of sources (BBC, CNN, etc.) before playing your favourite radio station until you tell it to stop.



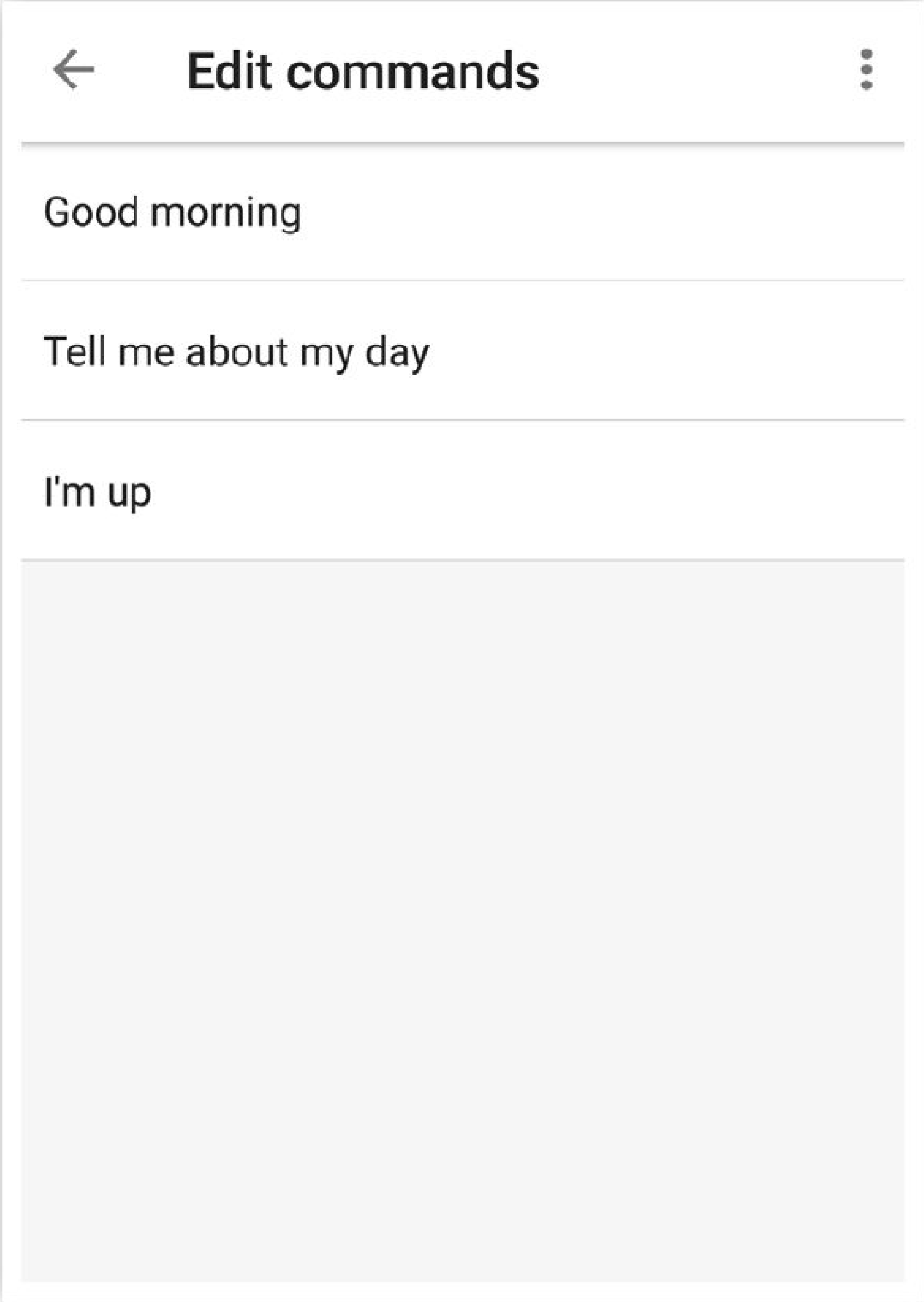
Listen to the radio

What radio station would you like to play?

For example, "Radio 1" or "Radio 5 Live."

Step 5

Tap the checkbox next to each action to add or remove it from the routine. If the action has a gear icon next to it, you can tap this to see further settings. For example, the Play Radio action allows you to choose the radio station you want to use, and music settings lets you choose the music source.



Edit commands

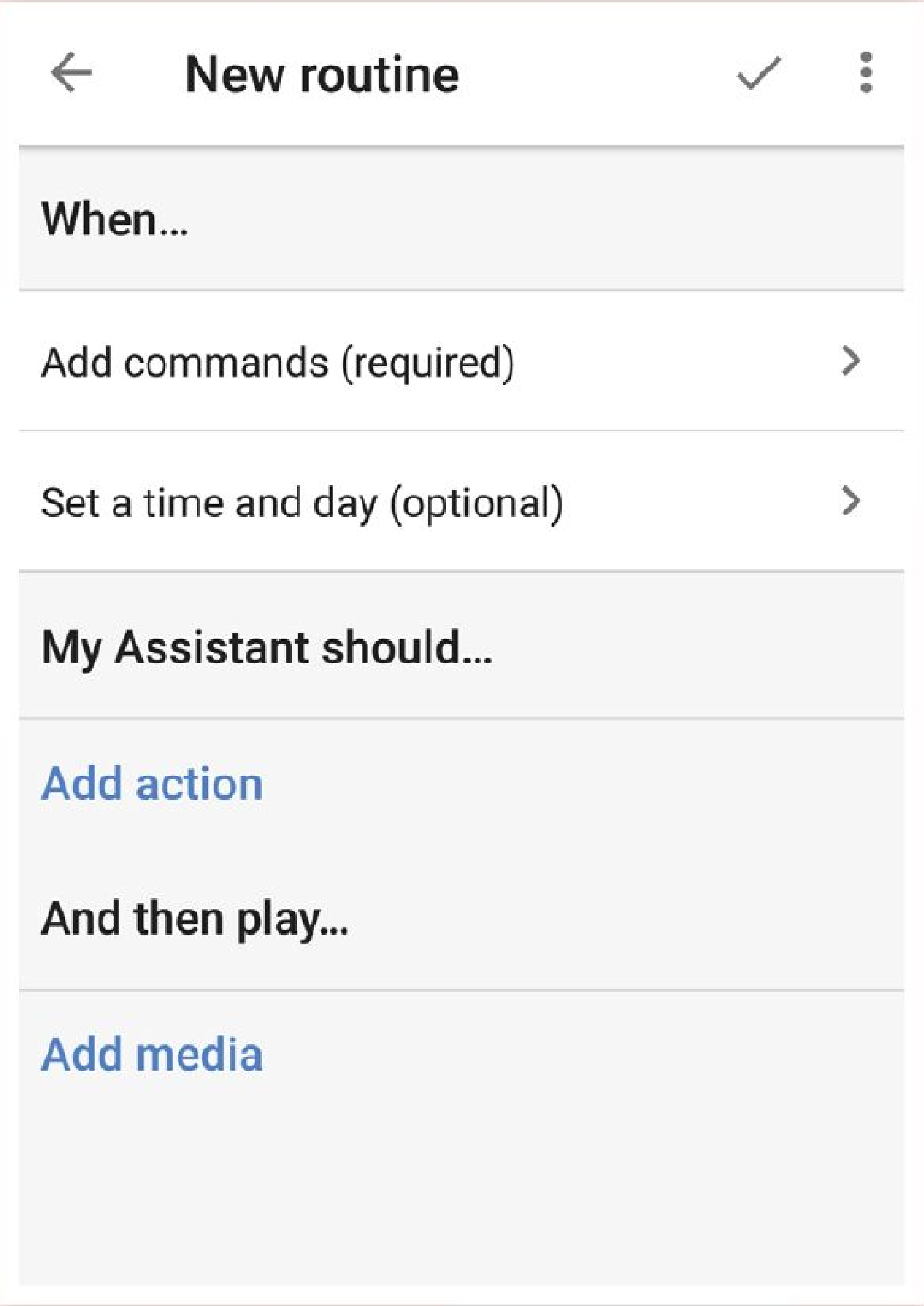
Good morning

Tell me about my day

I'm up

Step 6

You can also change the command that activates the actions (although you will still need to say "Hey/Okay Google" first). Most pre-set routines have a couple of commands already set, but you can add a new one by tapping the top section, then tap + and type your desired command and then press Enter to activate it.



New routine

When...

Add commands (required)

Set a time and day (optional)

My Assistant should...

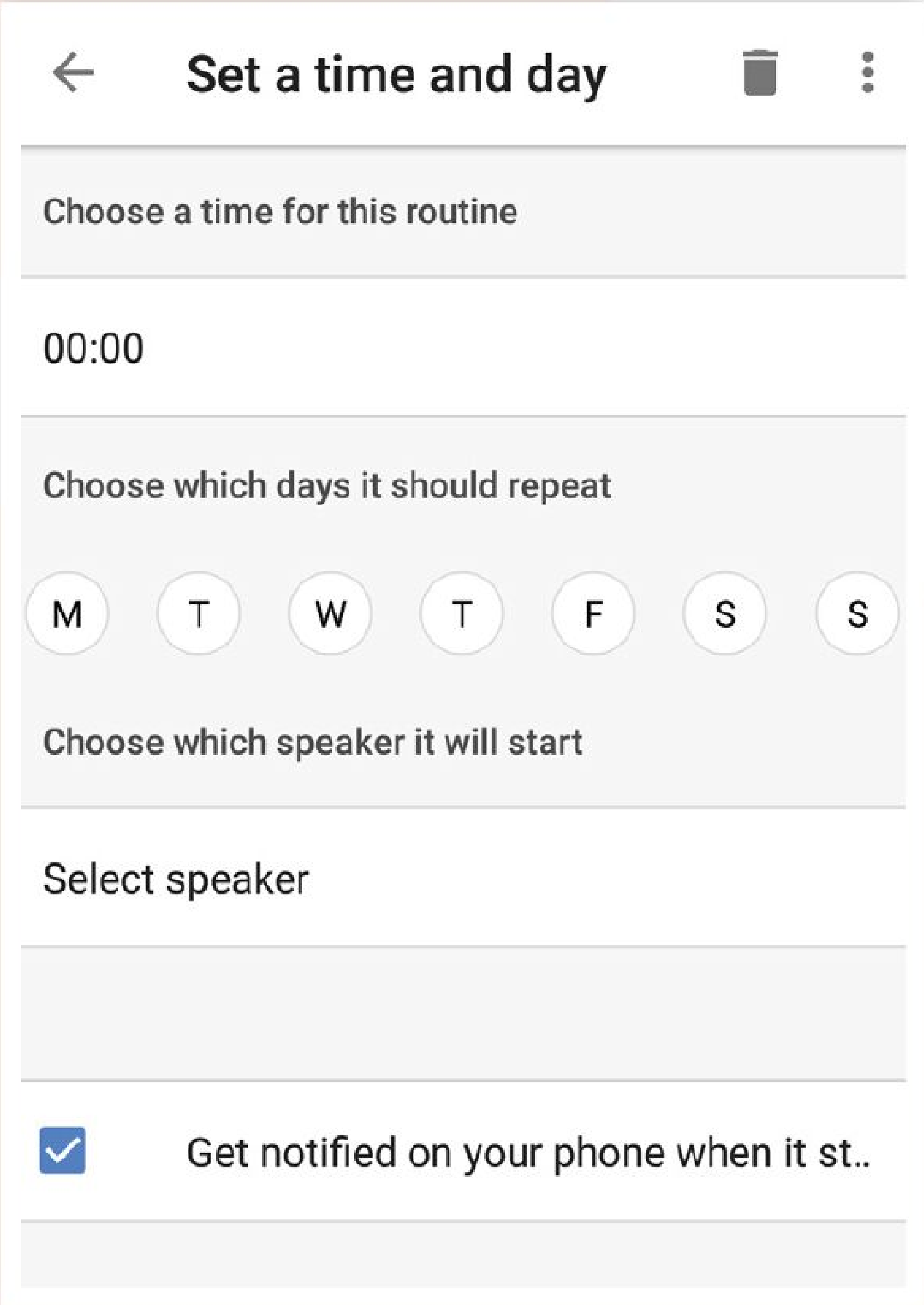
Add action

And then play...

Add media

Step 7

If none of the pre-set routines meet your needs, you can create your own from scratch. Open the routines settings in the Google Home app and tap the + button. Start by editing the command you want to use to activate the routine. Simple commands seem to work best, so keep it short!



Set a time and day

Choose a time for this routine

00:00

Choose which days it should repeat

M T W T F S S

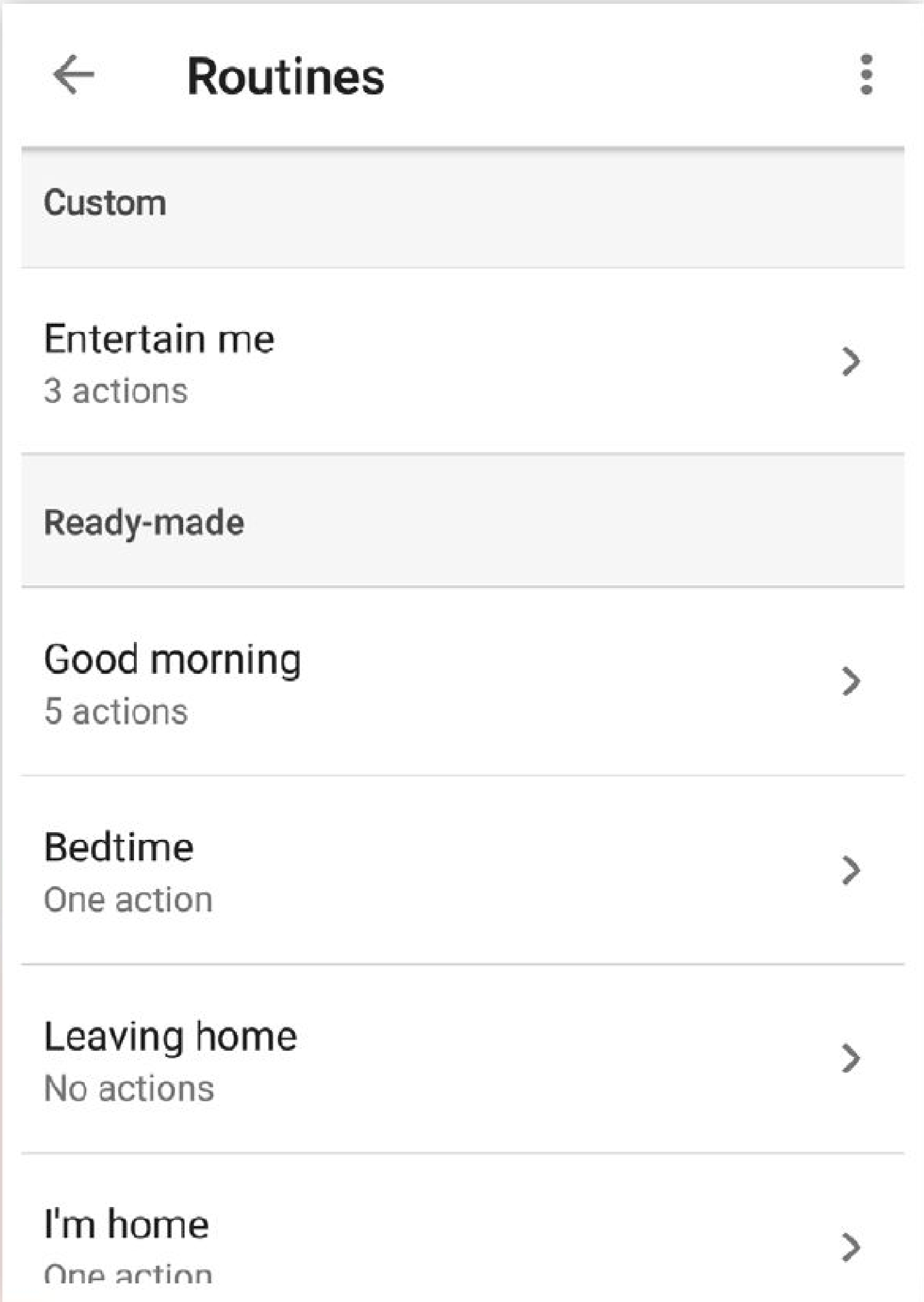
Choose which speaker it will start

Select speaker

☑ Get notified on your phone when it st..

Step 8

If you wish, you can set a day/time of day when the routine activates automatically although you can still activate the routine at other times with the command. Next, add an action, either by typing the name of a Google Assistant command, or by tapping "Choose popular actions", selecting one and tapping "Add".



Routines

Custom

Entertain me
3 actions

Ready-made

Good morning
5 actions

Bedtime
One action

Leaving home
No actions

I'm home
One action

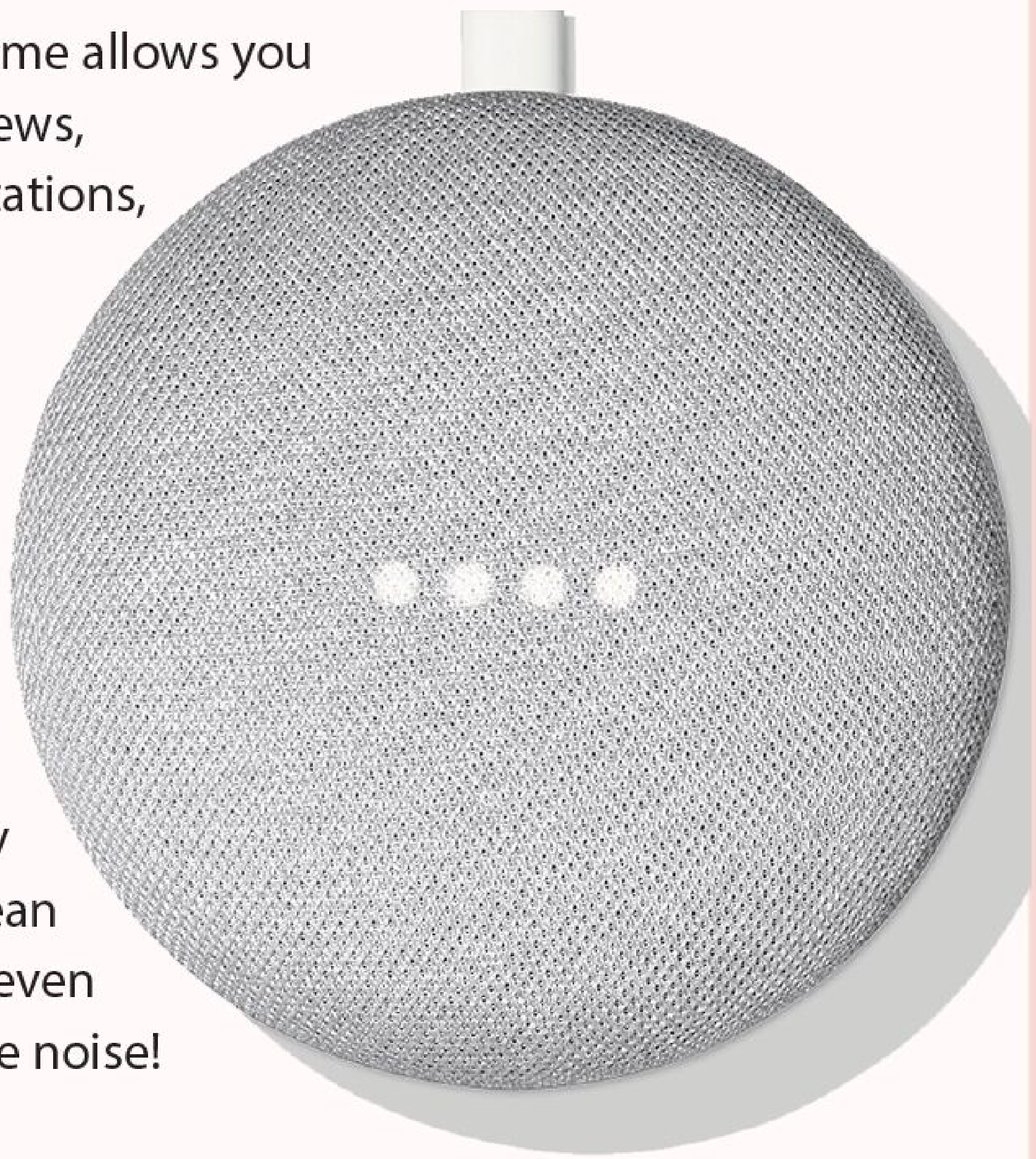
Step 9

When you've finished setting up the new routine, tap the check mark at the top and the screen will change to display all routines. Your newly created routine will be given the name of the command word you used (e.g. "Entertain me"). Test the routine by speaking the command to your Google Home.

Google Home
Tips and Tricks

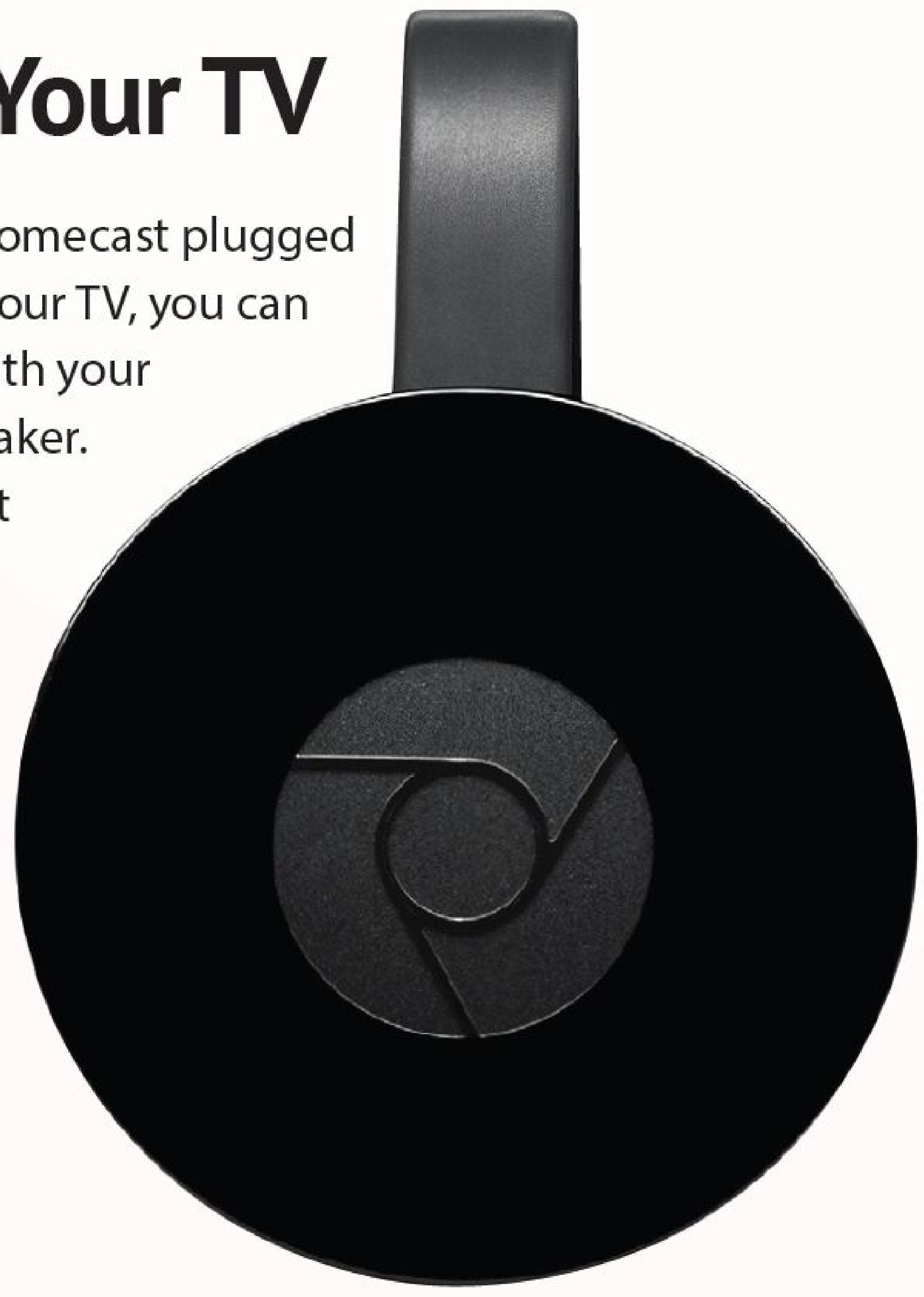
Your Google Home speaker is great for playing music or listening to the news, but it also allows you to do so much more! From getting general info, reading a recipe and finding your phone, to playing a game or telling you a joke, there are literally 100's of things it can do; here's 10 of the best.

Listen to Audio



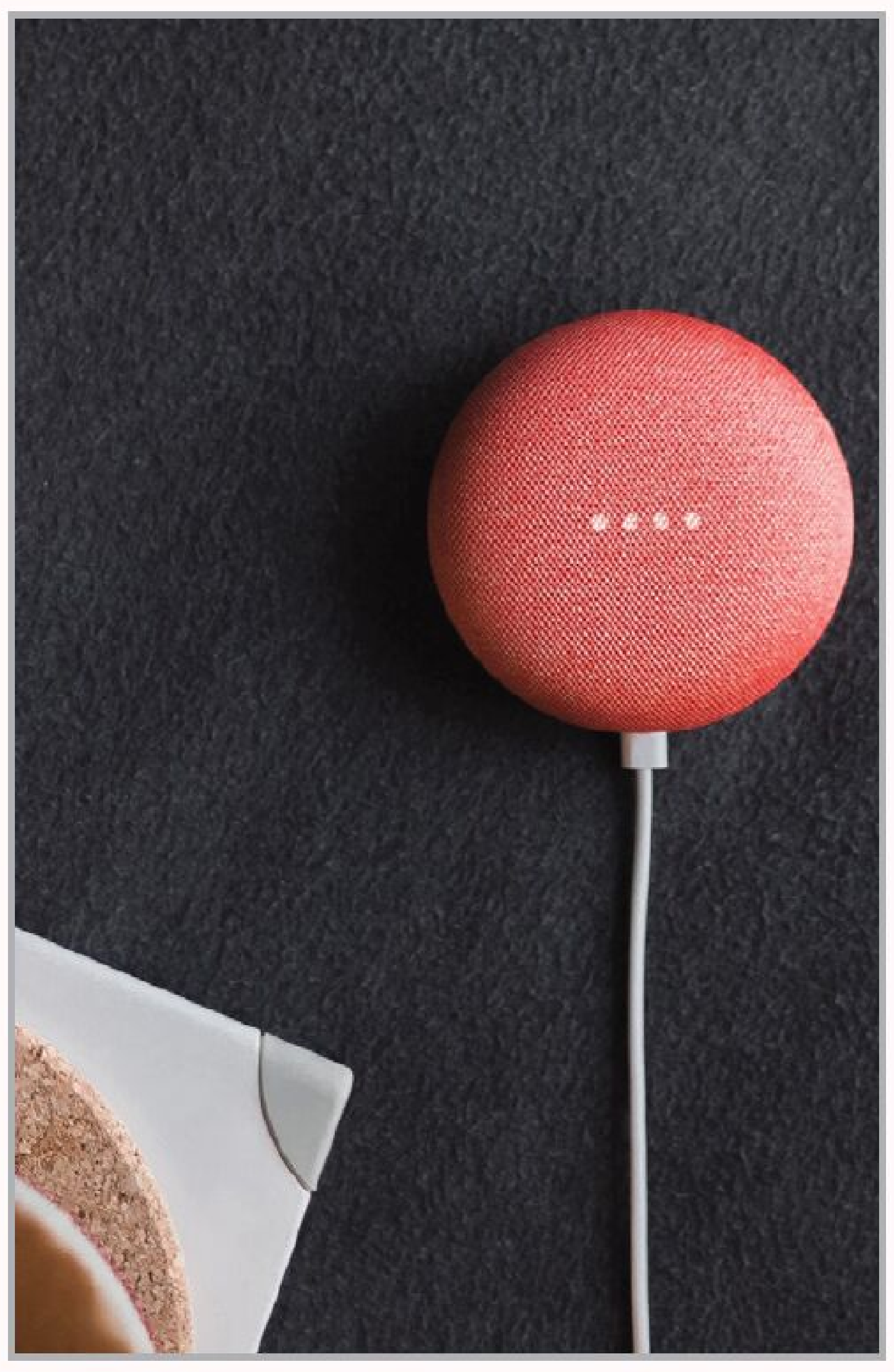
Your Google Home allows you listen to music, news, podcasts, radio stations, audio books and more. You can also tell it to play ambient sounds in the background. Just say, "Hey Google, help me relax," or "Hey Google, play forest/nature/ocean sounds." You can even make it play white noise!

Control Your TV



If you have a Chromecast plugged in (or built in) to your TV, you can easily control it with your Google Home speaker. If your Chromecast is plugged in to a power socket (rather than USB), you can even use the speaker to turn your TV on and off. Just say, "…Turn on the TV," or "…turn my TV off."

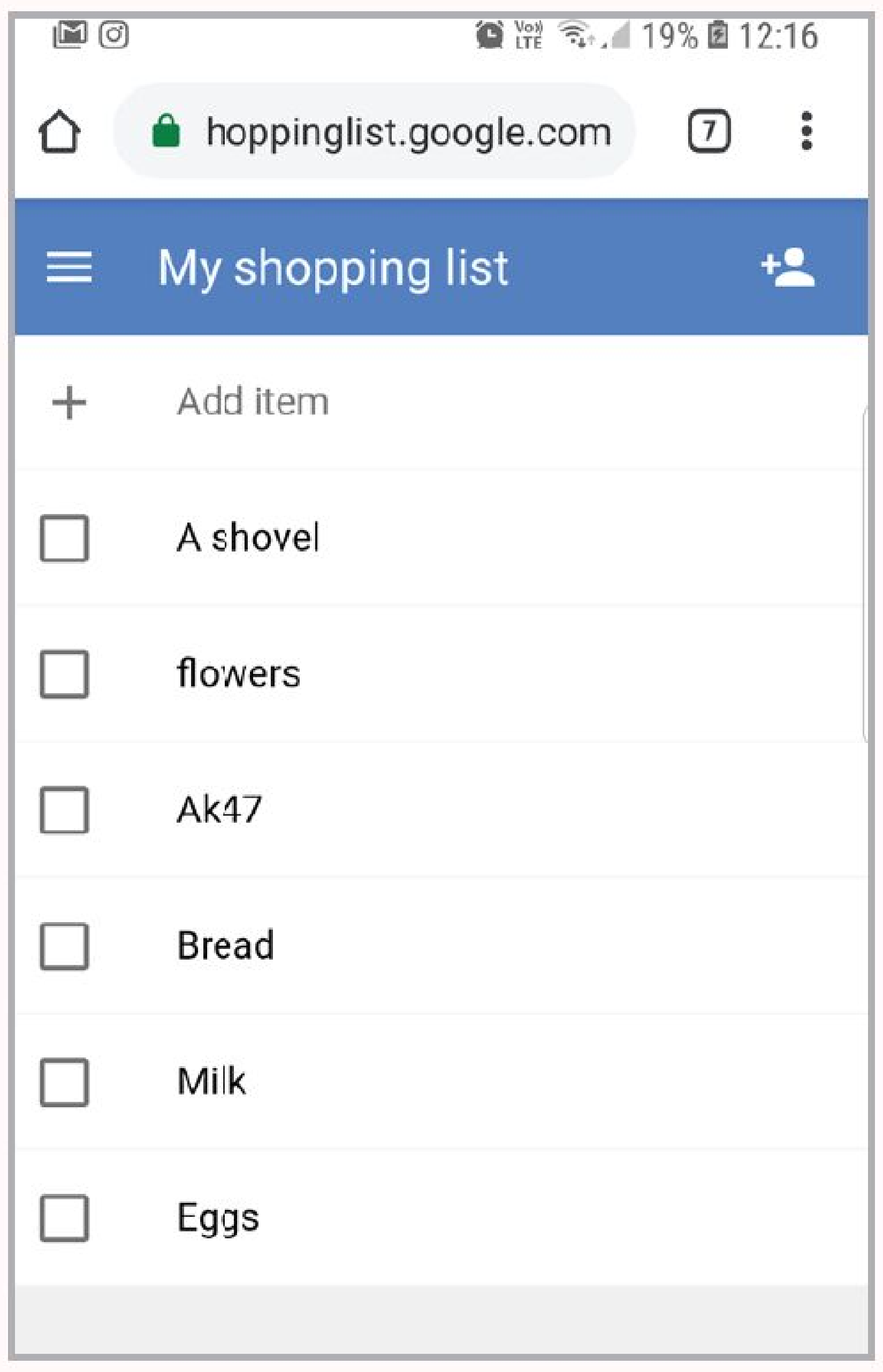
Plan Your Day



Start your day off by saying, "Hey Google, Good morning," to hear traffic, weather and news reports along with a list of your appointments, reminders, and more; you can also ask for these things individually. If you need to find something nearby, just say, "…where is the nearest pharmacy?" for example.

Create Lists

You can create a list in the Google Home app and then add to it using your Home speaker. Once you have a list created, just say, "Hey Google, add orange juice to my shopping list," or "…add paper towels and hand soap to my list." For a reminder at any time just say, "…what's on my shopping list."



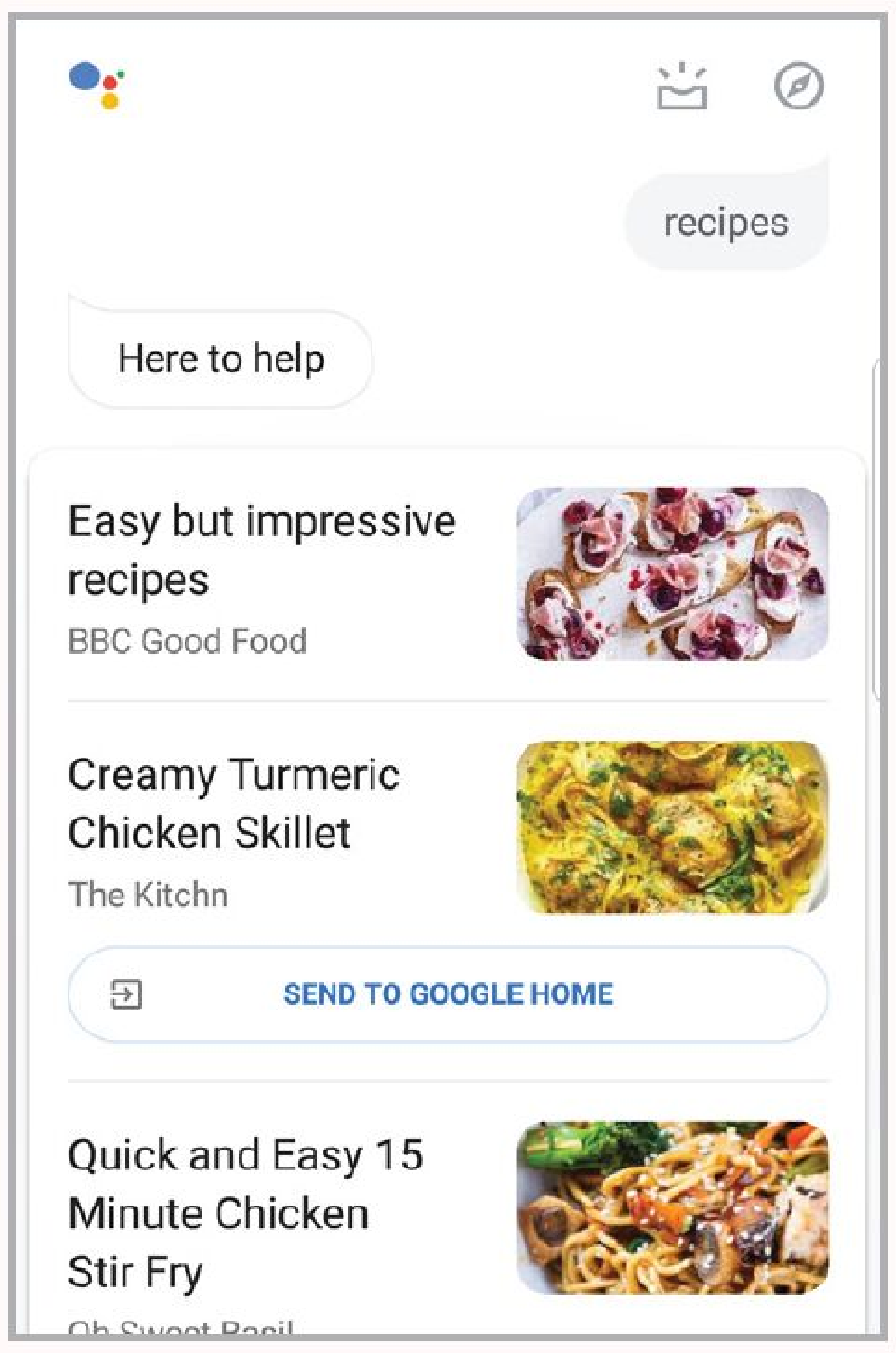
☐ A shovel
☐ flowers
☐ Ak47
☐ Bread
☐ Milk
☐ Eggs

Find Your Phone

Never lose your phone again! Provided Voice Match is set up, you can ask your Google Assistant to ring your phone. To do this say, "Hey Google, find/ring my phone," and your Google Assistant will ring your phone, even if it's set to 'Do Not Disturb' mode.

Cook

You can find and make your favourite recipes using step-by-step cooking instructions. For example, just say, "Hey Google, find a recipe for pancakes," you can then say, "…prepare the ingredients," for a list, followed by "…start recipe."



recipes

Here to help

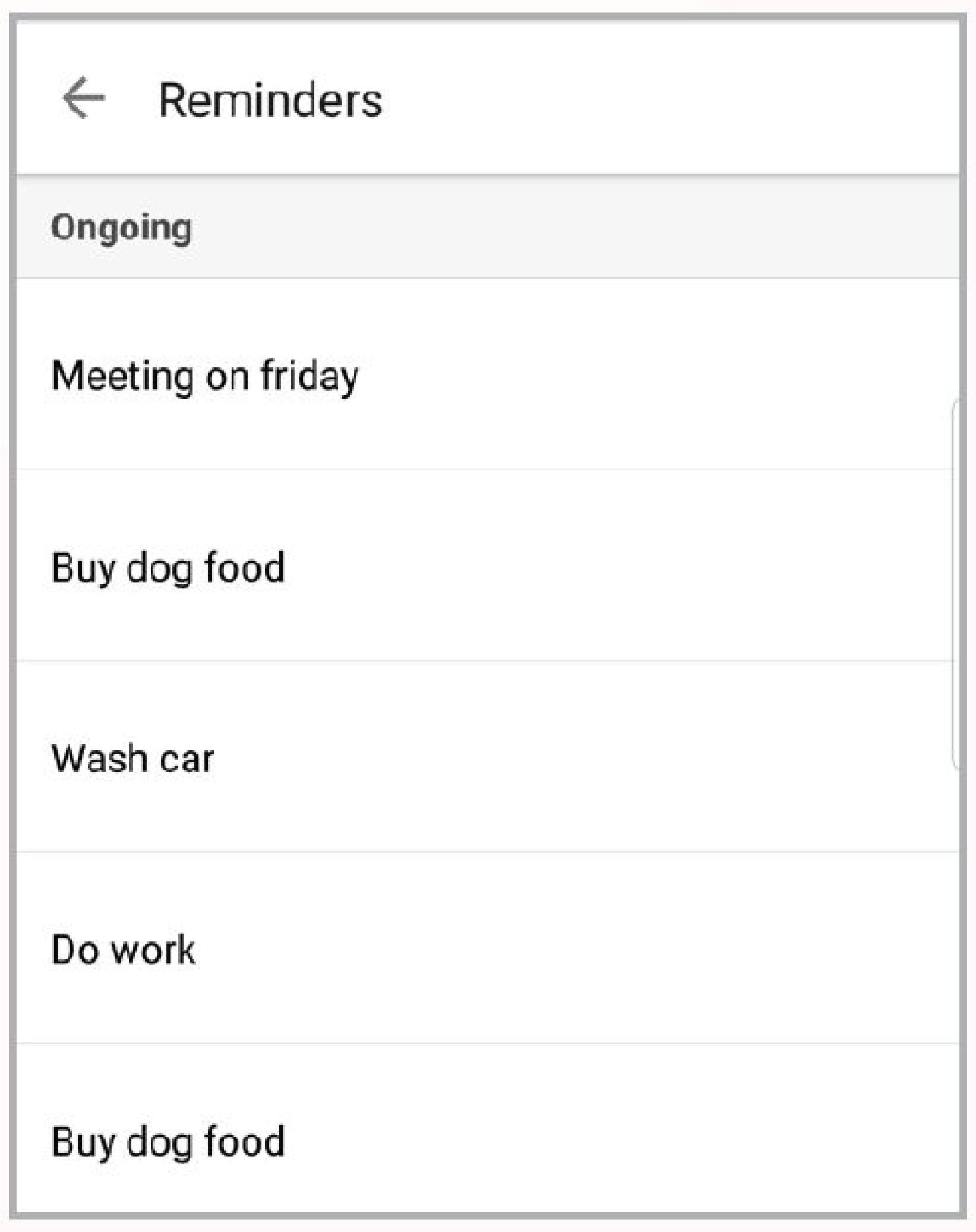
Easy but impressive recipes
BBC Good Food

Creamy Turmeric Chicken Skillet
The Kitchn

Quick and Easy 15 Minute Chicken Stir Fry

Manage Tasks

You can easily set and ask about reminders by saying, "Hey Google, remind me to…" You can also use it to set timers and alarms by saying, "Hey Google, set a timer for 10 minutes." If you want to check how much time is left just say, "…how much time is left?" You set alarms in the same way.



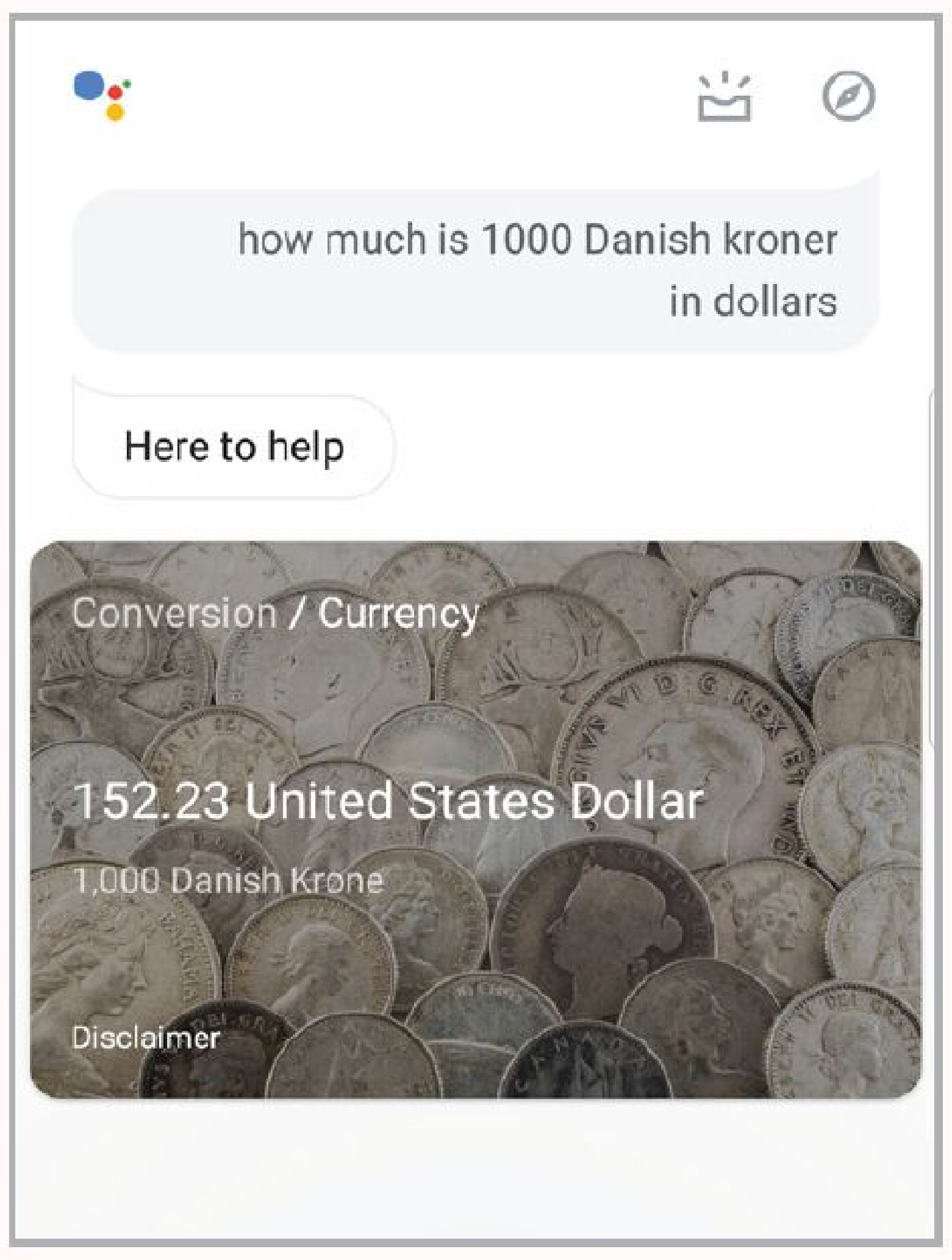
Reminders

Ongoing

- Meeting on friday
- Buy dog food
- Wash car
- Do work
- Buy dog food

Get Answers

You can ask your Google Home to give you information about everything from finance to sports, you can ask for calculations, translations and unit conversions, for example, "Hey Google, how much is 1000 Danish Krone in dollars?" You can even ask for the nutritional information on most types of food.



how much is 1000 Danish kroner in dollars

Here to help

Conversion / Currency

152.23 United States Dollar
1,000 Danish Krone

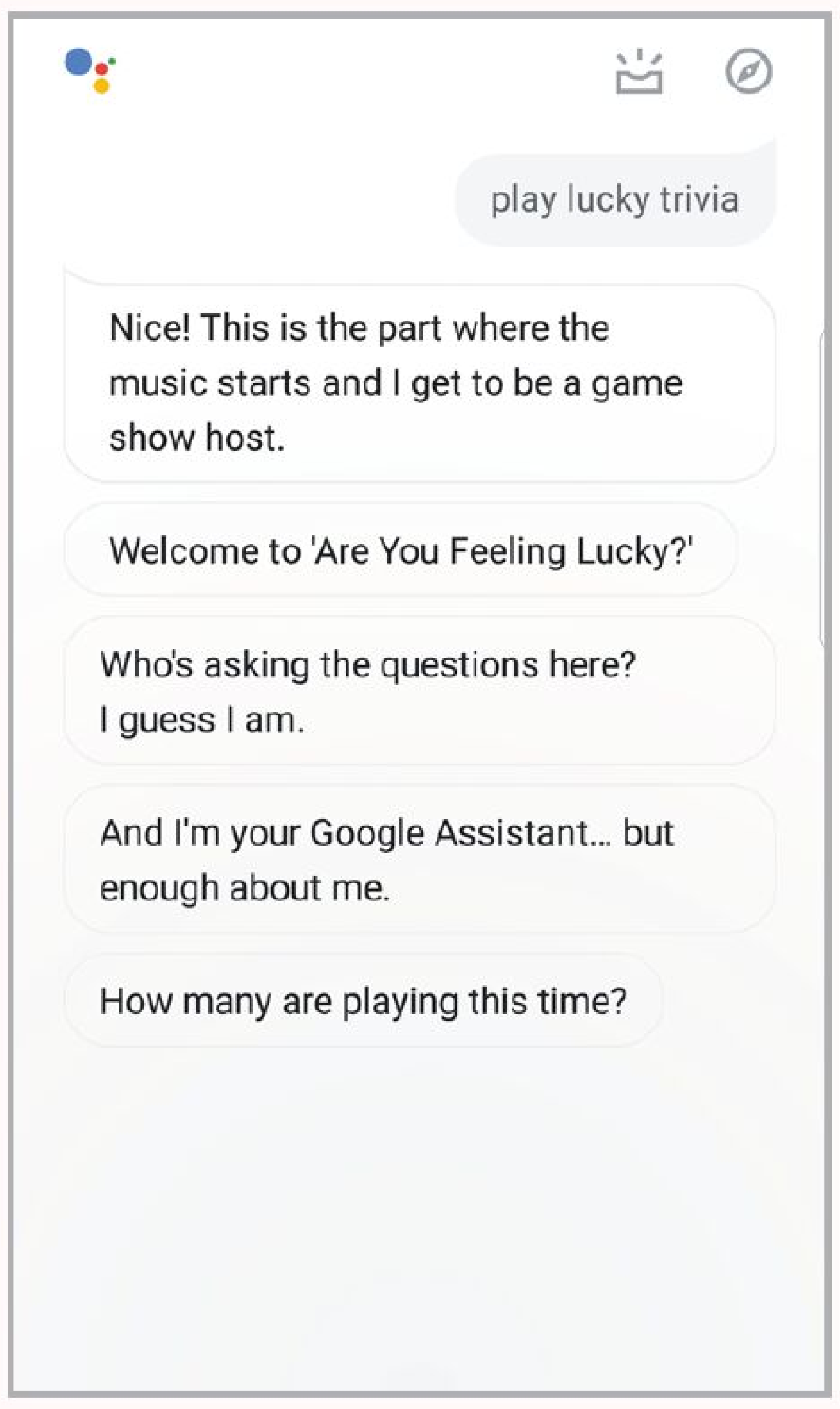
Control Your Home

If you have smart home devices such as smart plugs, a Nest thermostat or security cameras, you can link them to your Google Home and control them using your speaker. You will need to add the devices in the Home app, and follow any instructions to set them up.

nest
18
HEATING
20

Have Fun

Your Google Home speaker lets you play games with it, simply say, "Hey Google, play lucky trivia," (other games include Crystal Ball and Mad Libs). If you don't want to play a game, just tell it to "…entertain me," or say, "…let's have fun." You can even ask it to tell you a joke!



play lucky trivia

Nice! This is the part where the music starts and I get to be a game show host.

Welcome to 'Are You Feeling Lucky?'

Who's asking the questions here? I guess I am.

And I'm your Google Assistant… but enough about me.

How many are playing this time?

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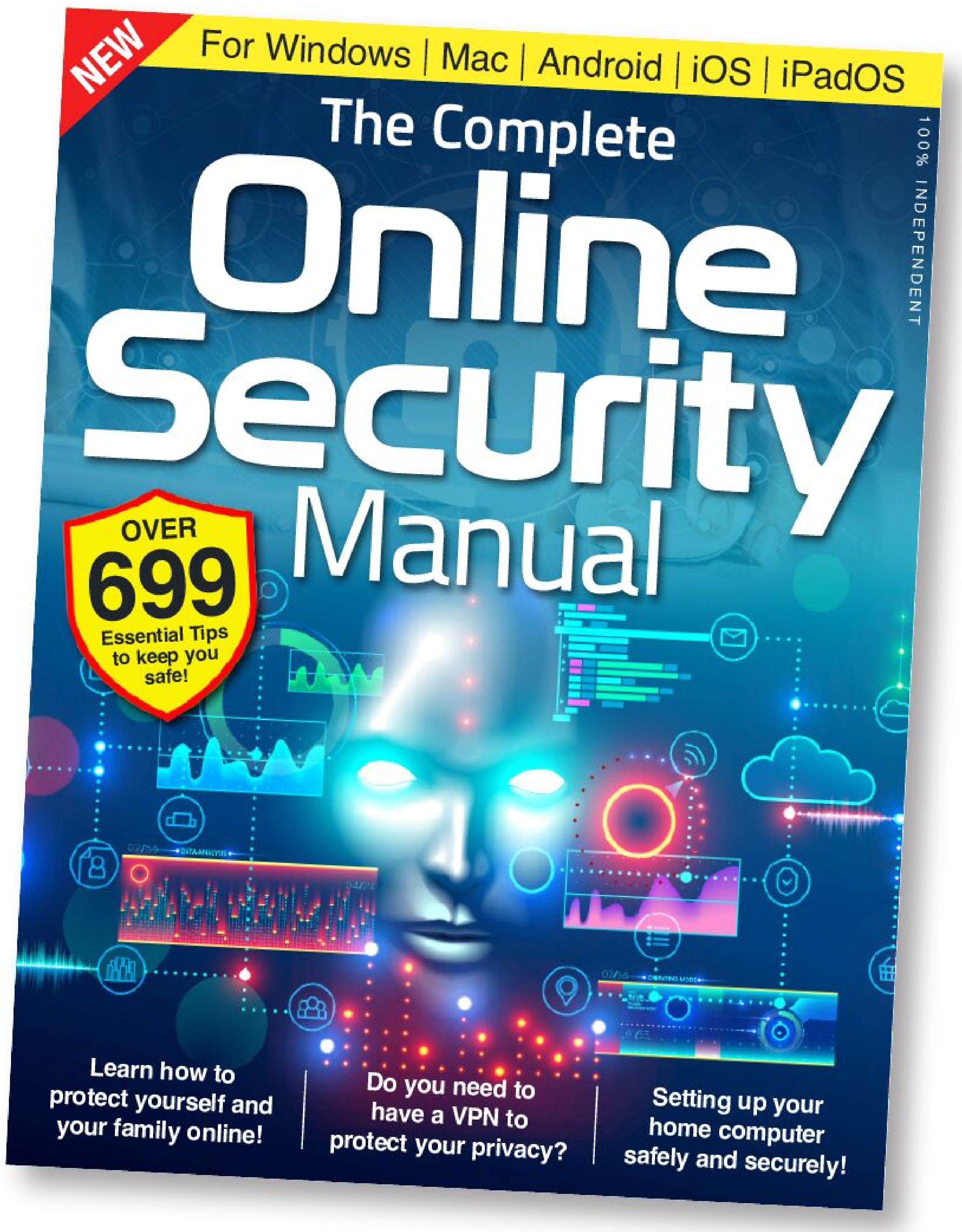
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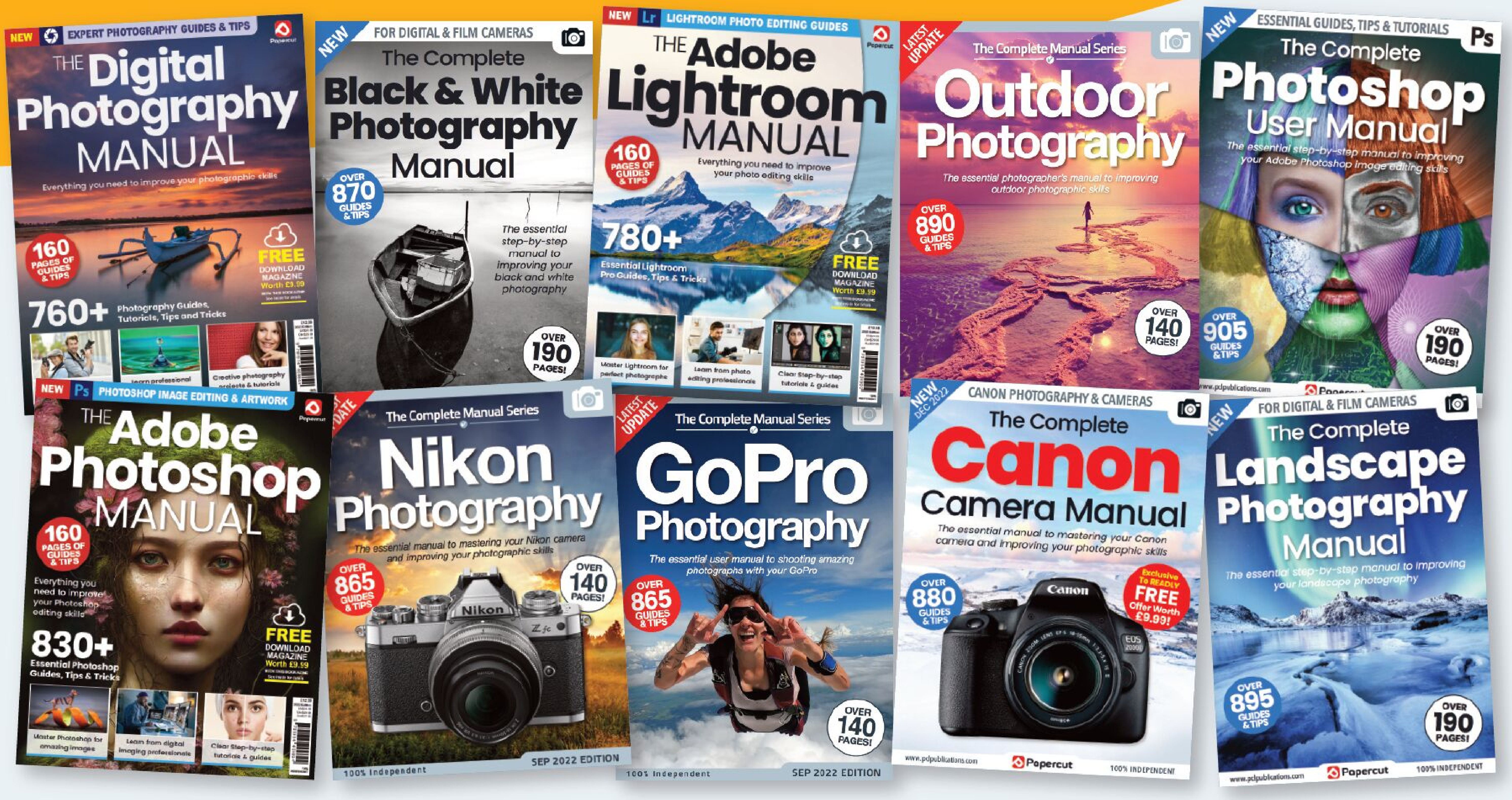

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